

# CITY OF MILWAUKIE

## **CLASSIFICATION: ASSISTANT PLANNER**

Department: Community Development/Planning  
Location: Johnson Creek Blvd.

Grade Number: 10(60)  
Union: AFSCME

FLSA: Non-exempt  
EEO Category: 2- Professional

## **DESCRIPTION:**

This is a professional level position that performs a variety of technical and professional work in the current and/or long range planning of the city and the development and implementation of land use and related policies and regulations. Provides information and assistance to developers, business community and the public on planning and development related matters. This position works under the general supervision of the Planning Director. This position is distinct from the Associate Planner by the less complex nature of duties and responsibilities in the Assistant Planner position.

## **DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks that an employee may be expected to perform.)*

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides support to the Planning Director and department staff in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as directed.
2. Assists in the development and updating of the City's Comprehensive Plan and Municipal Code; may be assigned a particular functional area such as transportation or natural resources for ongoing monitoring, update and technical assistance.
3. Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
4. Assists in the preparation of a variety of studies, reports and related information for decision-making purposes.
5. Assists in technical research studies and prepares statistical reports and recommendations for drafting and/or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.
6. Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
7. Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations.
8. Evaluates land use applications and site plans for compliance with applicable local, State and Federal laws. Monitors assigned land use applications through the approval states, and prepares reports and related data as required.
9. Provides staff support to the Planning Commission, City Council, and Design and Landmarks

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Committee as needed and assigned. Prepares planning reports and supporting data, including recommendations or various land use proposals.

10. Researches and develops grant proposals and obtains funding sources for projects as assigned; prepares requests for proposals, analyzes responses and assists with the management of contracts for a variety of contractual professional services.
11. Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
12. Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
13. Assists in designs for parks, streetscapes, landscapes and other municipal projects.
14. Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.
15. Serves when assigned as a member of a planning task force composed of City, County or State groups.
16. Assists in maintaining the database of information for planning purposes.
17. Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
18. Maintains positive public relations with customers and is responsive to customer needs.
19. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
20. Performs other duties as required.

**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

**1. Job Preparation:**

**a) Education:**

- i) Bachelors degree from an accredited college or university with a degree in urban or regional planning, public administration, or a closely related field is required.
- ii) Any equivalent combination of education and experience.

**2. Prior Experience:**

**a) Work Experience:**

- i) Requires at least one year employing technical skills such as codes processing, project work, public assistance, Comprehensive Plan updating, report preparation and presentation, graphics or cartographics, or CAD or GIS.
- ii) Any equivalent combination of education and experience.

**b) Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of principles, practices, regulations, and techniques in the field of municipal land use planning, comprehensive planning, urban planning and/or transportation planning.
- ii) Working knowledge of GIS applications.
- iii) Knowledge of project management principles and techniques.
- iv) Knowledge of environmental, social, economic, and other demographic factors affecting local planning options.
- v) Knowledge of planning and development research methods and techniques.

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- vi) Ability to manage projects and prioritize multiple assignments under tight timelines.
- vii) Ability to write technical reports within prescribed timeframes.
- viii) Ability to learn and apply local land use planning ordinances and State statutes governing the planning, public hearing and environmental decision making processes.
- ix) Ability to analyze, and interpret technical data and understand and synthesize legal and technical language to develop logical recommendations.
- x) Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- xi) Ability to effectively provide liaison and coordination between the City and other agencies.
- xii) Ability to communicate effectively in public meetings and to facilitate public meetings.
- xiii) Ability to establish and maintain effective working relationships.
- xiv) Ability to work as a team player.
- xv) Ability to perform the essential duties of the job.

3. **Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.

4. **Tools and Equipment Used:**

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, GIS applications, and telephones.

5. **Supervision:**

- a) This is not a supervisory position.
- b) Operates under the direction of the Planning Director.

6. **Communications:**

- a) Has frequent communication with City residents, other departments within the City, vendors, other government entities, professional service firms, media, the general public, the Planning Commission, City Council and citizen groups.
- b) Communication is often complex and sometimes confidential.

7. **Cognitive Functions:**

- a) Work is performed independently but reports are reviewed regularly.
- b) Most problems are of moderate difficulty with precedent available. An incumbent has significant control over the planning and performance of the work. Creativity and problem-solving are demanded on a moderate level.
- c) Actions could result in liability to the City.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- a) Most work is performed in a standard office environment.
- b) Moderate levels of physical effort, temperature extremes, dirty or otherwise disagreeable conditions are present while occasionally performing site inspections.
- c) Some evening meetings required.

**9. Resource Accountability:**

- a) May have non-monetary impact on implementation of the City Comprehensive Plan and accompanying ordinances.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 11/01/90  
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