



**City of Klamath Falls**

**Position Description**

Position: Associate Planner	Group: AFSCME
Department/Div.: Development Services	FLSA: Non-Exempt/Represented
Evaluated by: Planning Manager	Salary Grade: 120

**Summary**

Performs a variety of professional and advanced technical planning assignments and/or assists with long range or complex planning projects. Serves as the senior professional over planning projects of smaller scope, usually limited to a few, closely related land use issues. Conducts research and analysis, advises customers on land use matters, facilitates preplanning processes, and develops recommendations in connection with proposal applications. May be required to work evenings to attend Planning Commission meetings as scheduled.

**Distinguishing Career Features**

The Associate Planner serves in a fully qualified capacity to lead planning projects and serve as a resource for other Development Services staff to access. The Planning career path starts with Assistant Planner for the first level position in the Planning profession. Advancement to Associate Planner requires a bachelor’s degree plus three to five years’ experience or a master’s degree plus two years’ experience. Associate Planners will review multi-use projects and participate in short- and long-range plan development. Advancement to Senior Planner is based on organizational need and requires demonstrated ability to lead complex projects and lend expertise to complex and politically sensitive planning studies, projects, development review processes, and assignments. The Senior Planner will have a bachelor’s degree plus five to eight years’ experience or a master’s degree plus 3 years minimum experience.

**Essential Duties and Responsibilities**

- Provides counter and phone assistance to the public.
- Conducts and may lead day-to-day planning and/or long-range planning projects of defined scope and participates in large planning projects involving considerable interaction with developers, agencies, civic groups and special interests. Provides limited mentoring to other staff who are processing customer transactions.
- Counsels the public in relation to problems, questions, and complaints regarding land use, land development, and zoning. Knowledge of procedures and practices allows incumbent to respond to difficult or complex situations by providing proper instruction, valuable opinions, and suggestions for changes, as applicable.
- Attends meetings and hearings with official and public groups and contributes to such with discussion and presentation of materials, as assigned or appropriate. Prepares staff reports for consideration.

- Assists City departments with the Geographic Information System and Computer Aided Drafting systems.
- Performs field investigations and gathers, analyzes, interprets, evaluates, and reports upon various land use and land characteristic data related to development proposals or ordinance violations. As necessary, coordinates and assists local, state, and federal agencies in the review of proposals and violations.
- Conducts special studies and develops statistics for use by other planners and officials in housing, transportation, and energy, and other economic and physical areas related to planning.
- Reviews and evaluates various technical reports and briefings prepared by private and public organizations and agencies.
- Prepares reports, correspondence, maps, charts, posters, and other visual aids to support comprehensive plans and special projects. Updates and maintains base maps, recording changes resulting from planning decisions.
- Reviews submitted land use applications requiring quasi-judicial review by the Planning Commission. Counsels' applicants, explaining purpose of and procedure for application.
- Reviews and adjudicates development proposals, working with the applicant to complete a land use solution that complies with laws and regulations as well as the desired application submission.
- Participates in large planning projects involving considerable interaction with developers, agencies, civic groups, and special interests. Provides project leadership over other planners, mentoring to those who are taking on smaller projects, analyzing and processing customer transactions, or conducting concurrent reviews.
- Applies and interprets established codes and regulations in moderately complex situations. Assists with drafting codes and regulations or amendments to emerging planning issues.
- Facilitates processes and works directly with technical and citizen advisory committees. Monitors work processes and schedules to ensure timely project completion and response.
- Conducts special studies. Researches policy issues and conditions. Establishes methodologies and standards for research and studies. Facilitates collection of information.
- Designs, conducts, and analyzes surveys and evaluations.
- Maintains up-to-date knowledge of emerging regulations, pending legislation and trends in planning that impact the City as well as current programs and processes.
- Develops, manipulates, and maintains computerized databases, spreadsheets, progress monitoring systems and filing systems.
- Occasionally attends Planning Commission meetings as scheduled.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

The position requires specialized knowledge of the theory, principles, standards, practices and information sources of urban planning. Requires in-depth knowledge in the application of land use, physical and environmental design, and zoning theory and practices. Requires knowledge of and skill at organizing, planning, and coordinating projects. Requires experience with the principles, processes, and practices of public administration and of applicable laws, regulations, codes, requirements, and criteria for governing planning. Requires sufficient math skills to perform statistical analysis and interpret complex plans and maps. Requires well developed computer skills to use standard office software and programs productively. Software to include, but not limited to, geographic information systems, and other applications commonly used in community development environments. Requires experience with the methods and techniques used in citizen involvement and external communications. Requires well-developed human relations skill to conduct persuasive discussions with diverse audiences, facilitate small group processes, present ideas clearly, resolve conflict, and convey technical concepts to others.

### ▪ **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to coordinate advanced scope development projects including budgets, timelines, and quality of work product. Requires the ability to review, prepare plans, applications, specifications, and legal contracts. Requires the ability to perform difficult and complex technical research and analysis of planning issues or problems. Requires the ability to learn, understand and apply all applicable laws, regulations, policies, procedures, and planning principles and practices to complex, specialized and diverse planning processes. Requires the ability to use sound judgement when making decisions, interpretations, and in communications with others. Requires the ability to work cooperatively with all citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City. Requires the ability to visit outside sites and to work extended hours for the purpose of conducting meetings and public processes.

### ▪ **Physical Abilities**

Requires the ability to function indoors in an office environment and outdoors collecting field information while engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about the office and remote locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate computers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations and perform counter work.

### ▪ **Education and Experience**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A bachelor's degree in Urban Planning, Architecture, Urban Studies, or similar discipline and a minimum of three (3) years of professional planning experience;

OR

A master's degree in Urban Planning, Architecture, Urban Studies, or similar discipline and a minimum of two (2) years of professional planning experience.

- **Licenses and Certificates**

- Valid Oregon Driver's License. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days.

- **Working Conditions**

- 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 qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in an office environment, but may require work in outside weather conditions from time to time. The employee may occasionally work near moving mechanical parts; in high, precarious places; and may occasionally be exposed to fumes or airborne particles. The noise level in the work environment is usually low to moderate.

- **Pre-Employment**

- Job offers for this position are contingent on the individual passing a pre-employment drug screen and fit-for-duty exam.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.