



**City of Klamath Falls**

**Position Description**

Position: Senior Planner	Group: Non-represented
Department/Site: Public Works/Development Services	FLSA: Exempt
Evaluated by: Assistant Public Works Director/Planning Manager	Salary Grade: 123

**Summary**

Serves as a primary contributor to complex or special planning projects, current planning, and advanced research and analysis. Serves as a by-needs team leader, project coordinator, and/or primary resource for a variety of planning functions. Advises Planning Manager in the development of, and updates comprehensive and long-range plans and associated policies and programs.

**Distinguishing Career Features**

The Senior Planner serves as a team member, project coordinator, and resource for other planners to access. Advancement to Senior Planner will also require the demonstrated ability to lend expertise to complex and politically sensitive planning studies, projects, development review processes, and assignments. The Assistant Planner is the first and entry-level position in the Planning career path. While the position requires a bachelor’s degree, it focuses on paraprofessional duties and training under a Planner. Advancement to Senior Planner requires a bachelor’s degree plus five to eight years’ experience or a master’s degree. The Senior Planner position requires the ability to lead and train other planners and assume responsibility for complex, multi-disciplinary assignments of high visibility.

**Essential Duties and Responsibilities**

- Leads and participates in large planning projects involving considerable interaction with developers, agencies, civic groups and special interests. Provides project leadership over other planners, mentoring those who are taking on smaller projects, analyzing and processing customer transactions, or conducting concurrent reviews.
- Develops, designs, administers, and coordinates planning programs to meet City needs. Implements complex City policies and regulations. Interprets and implements laws and regulations. Interprets planning requirements into policy direction, plans and programs.
- Determines the application of code and regulations in complex situations. Writes, edits, and recommends City codes and regulations related to planning issues.
- Researches, writes and edits master plans and major elements of the City’s comprehensive plan. Analyzes and responds to amendment requests. Reviews and edits proposed amendments to Code to ensure clarity and consistency.
- Serves as project coordinator on complex and politically sensitive planning projects.

Develops recommendations or develops solutions to problems.

- Develops major aspects of the City's comprehensive plan including the development, scheduling, monitoring, and overseeing of work programs for the project. Designs and coordinates projects by identifying problems, determining methodology, setting project goals and objectives and developing work plans and budgets.
- 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.
- Counsels the public in relation to problems, questions, and complaints about land use, land development, and zoning. Responds to difficult or complex situations by providing proper instruction, valuable opinions, and suggestions for changes.
- 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.
- Participates in developing recommendations to the City Council and Planning Commission as well as other advisory committees concerning a variety of City projects and multi-use land development programs.
- Contacts officials of state and federal agencies for assistance in such programs, as required. Prepares supporting materials for requests for state and federal funding and helps maintain intergovernmental coordination.
- Leads and provides counter assistance to the public. Reviews, assigns to other planners, and adjudicates development proposals, working with customers to complete a land use solution that complies with laws and regulations as well as desired application.
- Performs field investigations and gathers, analyzes, interprets, evaluates, and reports upon various land use and land characteristic data related to proposed developments or ordinance changes.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires advanced 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, ecological science, and zoning theory and practices. Requires knowledge of and skill at organizing, planning, and coordinating projects. Requires working knowledge of the principles, processes and practices of public administration. Requires in-depth knowledge of applicable laws, regulations, codes, requirements and criteria governing planning. Requires sufficient

math skills to perform statistical analysis and interpret complex plans and maps. Requires knowledge of the methods and techniques used in citizen involvement and external communications. Requires well-developed human relations skills to conduct persuasive formal presentations to 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 large, complex, and politically sensitive projects including budgets, timelines, and quality work products; the ability to review, prepare or direct the preparation of complex plans, applications, specifications and legal contracts. Requires the ability to perform complex technical research and analysis of planning issues or problems. Requires the ability to learn, understand and interpret all applicable laws, regulations, policies, procedures and standards, and planning principles and practices for complex or specialized planning processes. Requires the ability to give direction, train, and review the work of a small team. Requires the ability to use sound judgment when making decisions, interpretations, and in communications with others. Ability to visit external sites and to work extended hours for the purpose of conducting meetings and public processes. 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.

- **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and other locations. Requires auditory ability to carry on ordinary 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, handheld devices, and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time, to deliver presentations, perform counter work.

- **Education and Experience**

The position requires a bachelor's degree in Urban Planning, Architecture, Urban Studies, or similar discipline and eight years of progressive experience or a master's degree.

- **Licenses and Certificates**

Requires a valid Oregon driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

- **Pre-Employment**

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

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.