



respect - Communication - Integrity - Teamwork - family

## PLANNING ASSISTANT

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**DEPARTMENT/DIVISION:** Community Development/Planning

**GRADE:** NR-5

**GROUP:** Non-Represented

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** July 1, 2011

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### **SUMMARY**

This position provides support to the Planning Division under the supervision of the Planning Manager. Assigned tasks are varied, complex, and confidential in nature, involving computer word processing, customer relations, and record-keeping. The Planning Assistant schedules appointments, gives information to callers, and relieves the Community Development Department staff of administrative and business detail by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include but are not limited to the following:

Answers telephone inquiries and assists with walk-in customers. Provides information to the public regarding a variety of department services and procedures including performing advanced level support services to Community Development functions, interpret and apply regulatory ordinances; conduct research, analysis and presentation of data related to land use planning or refers to the appropriate person or entity.

Schedules appointments, arranges meetings for staff members, commissions, and boards; disposes of routine matters and complaints. Dates and routes incoming mail. Verifies, processes and tracks incoming department bills.

Schedules routine reviews required for licenses or permits with Code Enforcement Division.

Review and process limited land use applications such as residential review applications, fence permits, and signs for all new residential construction working closely with Engineering Division to assure proper conditions for development; prepare local Improvement Contracts and Restrictive Covenants for applicants to file a record with the County clerk. Review Fence Permits for compliance with local fencing standards. Review sign permits for all new signage with City limits and issue permits within the Department,

in accordance with prescribed guidelines. Performs site visits to ensure compliance with code and permit requirements.

Transcribes written notes on computer, or transcribes from voice recordings. Makes copies of correspondence or other printed matter, as needed.

Works with the County and City staff to assign addresses to new subdivisions and rectify any incorrect addressing.

Processes parade permits and liquor licenses, and prepares reports for items to go before City Council, as needed.

Provides back-up assistance to the Administrative Assistant position assisting in business license processing and parking permit issuance.

Composes routine correspondence; prepares and updates forms, researches and develops drafts of documents including narrative and statistical reports (within established guidelines) Write articles for City's Annual report. Compile, prepare, and publish various types of reports and the preparation/publication of time sensitive documents.

Maintains Department records, input and manage database of land use files; develop accurate statistical reports and lists. Indexes and files office records and maintains an efficient computer and manual filing system. Provides updated Planning Divisions information for upload onto City's website and for broadcast on the public access channel.

File setup and preparation/distribution of mailed notifications for land use applications to affected property owners and agencies for Administrative Review, Planning Commission, and City Council hearings for Annexations, Conditional use Permits, Design Reviews, Land Partitions, Subdivisions, Temporary Use Permits, Vacations, Variance, Zone Changes, and Pre-Application conferences.

Preform post hearing tasks such as decision mailings and appeal preparation according to the legal guidelines set forth in Oregon Administrative Rules for filing to the State Land Use Board of Appeals.

Responsible for assembling and distributing agenda packets and staff reports for planning commission meetings.

Vehicle Maintenance Coordinator – Make sure department vehicle inspections are performed and needed maintenance is scheduled and completed.

## **SUPERVISORY RESPONSIBILITIES**

This is a non-supervisory position.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Education and/or experience:**

Requires high school education or equivalent with two years of college or college degree preferred supplemented by four (4) years of administrative clerical experience, prefer five year experience and training in Planning, knowledge of general land use codes, zoning, ability to comprehend regulations, ability to write and interpret administrative reports, ability to interpret land use regulations, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

### **Desired:**

Ability to type sixty (60) words per minute. Experience with budget procedures, methods, and basic accounting practices. Experience with Microsoft Office: Word, Excel, Access and PowerPoint programs.

2 year college or college degree; 5 years' experience and training in Planning, knowledge of general land use codes, zoning.

### **License/certifications:**

Valid Oregon Driver License required.

## **PRE-EMPLOYMENT**

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

## **KNOWLEDGE, SKILLS and ABILITIES**

### **Language skills:**

Ability to communicate verbally with customers in a pleasant, professional, and effective manner. Ability to read and interpret planning documents and business correspondence. Requires thorough command of the English language, including proper spelling and grammar.

### **Mathematical skills:**

Requires basic knowledge of mathematics.

### **Reasoning ability:**

Ability to interpret and follow a variety of routine instructions furnished in written, oral, diagram, or schedule form, and to exercise independent judgment in routine matters.

Other skills and abilities:

Typing speed of 60 wpm. Requires computer keyboarding skills of a level needed to accomplish the work and maintain timelines required by the Department. Requires good working knowledge of Word, or other word processing software; experience with and ability to use spreadsheet programs such as Excel and experience with PowerPoint.

Must possess the ability to work politely and effectively with the public, co-workers, and others.

Must possess the ability to handle multiple job assignments, prioritize workload, be self-motivated, have the ability to work with minimum supervision, have excellent customer service skills, and the ability to resolve conflict constructively, while maintaining the office systems in an appropriately organized manner.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**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 qualified individuals with disabilities to perform the essential functions.

The duties of this position are performed in a lighted, temperature controlled office environment. The noise level in the work environment is usually quiet. However, there are many periods of disruption with loud conversations as the office environment is very open.

Frequent site visits to work site are required utilizing City owned vehicles.

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.

