

LINN COUNTY CLASSIFICATION

TITLE: ASSISTANT PLANNER
NUMBER: 340
PAY RANGE: 14
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 2000-287
DATE: August 9, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform moderately complex professional planning work in the planning section. Work involves compiling and analyzing data, preparing and presenting staff reports and attending meetings to discuss either the elements of a comprehensive plan or land development ordinances.

SUPERVISION RECEIVED: Works under the supervision of a planner of higher grade who assigns duties and reviews performance for results obtained.

SUPERVISION EXERCISED: Exercises limited supervision over drafts persons, interns, various students who are developing projects and clerical staff.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Write staff reports on land use actions. This includes researching, compiling, and analyzing data for inclusion in the report. Reports are written for conditional uses, land divisions, zone amendments, variances, comprehensive plan map amendments, easements and appeals.
2. Present staff reports to Linn County Planning Commission and Linn County Board of Commissioners. Reports to the Planning Commission include recommendations with facts and conclusions to support the recommendation.
3. Research deeds in the Linn County Assessor and Clerk offices.
4. Draft maps for staff reports and public notice. Prepares other visual aids as needed.
5. Assist the public either in person or by phone, with regard to specific development proposals, ordinance interpretations, or similar matters.
6. Evaluate administrative land use actions and make decisions for department land use planning cases.
7. Prepare land use orders and ordinances for Board of Commissioners signature.
8. Review applications for business licenses, which include wrecking yards, second hand and junk dealers, mobile home dealers and car dealers.
9. Evaluate development permits for compliance with zoning ordinance regulations.

10. Prepare public and legal notices for administrative and public hearing land use applications.
11. Conduct field research for specific land use actions.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

14. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and procedures involved in current planning. Knowledge of the statewide planning goals. Knowledge of state statutes and Oregon Administrative Rules as they apply to land use planning. Considerable knowledge of those aspects of economics, sociology, geography and architecture which apply to planning. Considerable knowledge of government agencies and legal requirements pertaining to comprehensive planning and zoning.

Skill in operating a personal computer. Skill in operating a camera.

Ability to perform research and to compile and analyze technical data. Ability to prepare staff reports and present them in writing and orally in a clear and concise way. Ability to communicate effectively both orally and in writing. Ability to draft zoning ordinance changes in accordance with local needs and state requirements. Ability to comprehend, interpret and apply land development ordinances. Ability to work within established deadlines. Ability to establish and maintain effective working relationships with the general public, governmental agencies and officials, businesses and employees. Ability to prepare a variety of visual aids for public notice and staff reports. Ability to interpret aerial photographs.

EXPERIENCE, EDUCATION AND TRAINING: One year of professional planning experience. Bachelor's Degree in planning, geography or related field. Master's Degree in planning or related field may be substituted for one year of experience; or any satisfactory combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.