

City of Woodland Job Description Associate Planner

Department: Community Development Department

Date: January 22, 2019

Exempt position

Nature of job:

Under the general direction of the Community Development Director, or designee, the associate planner position is responsible for supervising the clerk (permit technician) and code enforcement officer, coordinating, preparing, and/or administering regional or local plans, land use regulations, design standards, information systems, or planning programs. Associate Planner are given broad responsibilities for managing projects, developing recommendations on planning issues, implementation of policies, and working with the public and appointed/elected officials.

SUPERVISION RECEIVED:

Works under the general supervision and direction of the Community Development Director, City Administrator and the Mayor.

SUPERVISION EXERCISED:

Exercises supervision over the Community Development clerk (permit technician) and the code enforcement officer.

ESSENTIAL AND MARGINAL FUNCTION STATEMENT: Essential and other important responsibilities and duties may include, but are not limited to the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervising departmental staff.
- Responsible for completing a variety of activities relating to the City's planning functions.
- Coordinate the preparation of staff reports and permit decisions for the administration of plans, land use regulations, and design standards.
- Manage or conduct investigations, analysis, and preparation of documents and reports on planning issues, policies, and their application.
- Conduct studies related to land use, transportation, shoreline, community and economic development, environment, or historic preservation.
- Prepare and present reports to hearings bodies, committees, community groups, and private organizations to explain the impact of projects and developments.
- Provide technical and administrative assistance as staff planner for the City Council and Planning Commission.
- Respond to public inquiries with information on planning projects, processes, and policies.

Position Requirements

(Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

EDUCATION

- Bachelor's Degree in Urban Planning, Public Administration, Architecture, or related field.

EXPERIENCE

- Graduation from a four-year college or university with major course work in public administration, sociology, planning, economics, architecture or in any other discipline applicable to the requirements of the position; **OR**
- Substituting, on a month-to-month basis, experience related to the duties of the position; **OR**
- Any combination of education and experience which would demonstrate the ability to satisfactorily perform the work will be considered.

KNOWLEDGE & SKILLS & ABILITY

- Planning principles and techniques and the socio-economic implications of planning; land use concepts, urban development, demography, social services or other specialized fields relevant to planning; applicable Federal, State and local laws, regulations, policies and procedures; graphic and statistical presentations. A knowledge of GIS is a strong plus.
- Local government and political decision-making processes related to planning issues.
- Specialized area of planning such as community development, economic development, environmental planning, historic preservation, or forecasting regional development.
- Skill in preparing support documentation which clearly, precisely, and concisely presents planning recommendations.
- To think conceptually, observe and evaluate trends, analyze data, and draw logical conclusions.
- Communicate effectively, orally and in writing, with individuals and groups regarding complex or controversial planning policies or regulations.
- Gather, analyze, evaluate and synthesize data and assist in the formulation of comprehensive plans;
- Interpret administrative guidelines and apply them to the work situation;
- Make oral presentations to large groups of people.
- Prepare graphic and statistical presentations.
- Direct or coordinate the work of planning and agency staff members.
- Establish and maintain effective working relationships with elected and appointed officials, staff of other agencies, internal staff, and the community.

Accountability:

- Planners are accountable for completing all assigned work in a timely, professional manner.
- Demonstrated punctual, regular and reliable attendance is required.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing software (prefer Microsoft Office Suite), ARC View GIS, internet software, web search engines, and electronic mail; motor vehicle; calculator; telephone; copy and facsimile (fax) machine.

SPECIAL REQUIREMENTS:

- Must be legally able to work in the United States.
- Valid Driver's License or ability to obtain within thirty (30) days of hire, and a driving record acceptable to the City Clerk-Treasurer.
- As a condition of employment, direct deposit of payroll to a bank of employee's choice, is required;
- It is the policy of the City of Woodland to comply with the federal, Drug Free Workplace Act of 1988 and City policies relating to this.
- The City supports uniformity and fairness, without discrimination, in the selection and treatment of all City employees and provides for the development and retention of a knowledgeable, capable and efficient career work force
- A copy of the City Personnel Policy will be provided upon request.
- Any applicant receiving an offer of employment from the City of Woodland will be required to successfully complete a pre-employment drug screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and the work environment characteristics 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 individuals with disabilities to perform the essential functions.*

- **Constant Demands:** Sitting, talking, hearing, and seeing (specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus).
- **Frequent Demands:** Standing, walking, and occasionally carrying tools and maintenance materials, twisting above the waist and reaching (knees to shoulder and above shoulder), repetitive hand and arm motion, fine finger manipulation in the use of a maintenance instruments; physically capable of moving about on work sites and under adverse field conditions.
- **Occasional Demands:** Driving, lifting (average of 20 pounds routinely and up to 100 pounds occasionally), climbing stairs and ladders, pushing/pulling, working at heights/balancing, bending at the waist, crouching, kneeling/squatting, reaching below the knees, handling/grasping, foot controls, smelling, working near moving mechanical parts and sometimes in high, precarious places.
- **Environmental Factors:**
A small percentage of employee's time is spent outdoors; exposed to wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock and vibration.

** Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job 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.

Associate Planner

Reviewed by the City Council and
Approved by the Mayor this 30th day of January, 2019.


William A. Finn, Mayor