

CITY OF BEAVERTON Assistant Planner

General Summary

Provide customer service, information and planning assistance to consultants, developers, architects and citizens interested in planning-related issues or processes. Process permits and applications.

Key Distinguishing Duties

Overall responsibility for completing assignments that involve moderately complex or sensitive planning issues as defined by the senior level planning staff.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Serve as the first point of contact to the public for information pertaining to planning issues and development code when assigned by supervisor. Answer questions received from the public regarding planning issues and procedures as described in the City Development Code. Direct public to the appropriate staff members.
2. Interpret land use codes and related ordinances under the direction of a supervisor. Research answers to inquiries.
3. Review and take action on Type 1 land use applications and review and prepare recommendations for some Type 2 land use applications.
4. Provide clear, concise written correspondence, memoranda and technical reports.
5. Confirm zoning and answer to whether a use is permitted conditionally, permitted, or prohibited. Answer questions related to Development Code requirements. Review and process permits and applications according to established procedures. . Prepare written reports and recommendations on a variety of land use applications. Review permits and applications for compliance with Development Code and Comprehensive Plan.
6. Assist Senior Planner with training of Planning Technicians.
7. Perform inspections and field observations at construction sites.
8. Maintain information and records on documentation received.
9. Serves as main back-up and relief to the Planning Technician in front counter and phone duties.

10. Create, and maintain, inventory of information sheets, forms and handouts kept at the counter.
11. Provide technical research assistance to staff/consultants. Assist in the preparation of maps, graphic displays or written formats.
12. Participate in division operational review and process evaluation including the development of procedures and forms.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.
14. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
15. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
17. Participate in the City Emergency management program including classes, training sessions and emergency events.
18. Follow standards as outlined in the Employee Handbook.
19. Support and respect diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups.
2. Review and administer the County Plans and Codes.
3. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of government services and administration related to planning. Basic knowledge of current, issues, trends, practices and principles of comprehensive long/short term urban planning.
- ◆ Working knowledge of the standards, laws, codes, ordinances and regulations governing comprehensive long/short term urban planning.
- ◆ Working knowledge of English grammar, spelling and usage
- ◆ Working knowledge of practices and principles related to application and permitting process.
- ◆ Basic understanding of strategic planning methods with an emphasis on services related to comprehensive long/short term urban planning.
- ◆ Basic knowledge of mathematical and statistical principles and analysis.
- ◆ Basic knowledge of geographic information systems.

Skills/Abilities Required

- ◆ Ability to conduct technical research.
- ◆ Ability to retrieve data from various sources and synthesize the information in writing for the general public.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations including developing graphics.
- ◆ Strong ability to use a keyboard and word-processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment

Minimum Qualifications Required for Entry

Bachelor's degree in planning, geography, public administration, landscape architecture or related field, one year of experience, in urban planning, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; precise control of fingers and hand movements; occasional standing for prolonged periods; weekly dealing with distraught or difficult individuals; occasional operation of a motor vehicle on public roads; occasional attendance at meetings outside usual work hours; occasional work outdoors in inclement weather.

Classification History

As of 10/97: Assistant Planner

Revised: 1/98

New class specification title 1/98: Assistant Planner

Revised: 02/05

Revised 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date