

ORGANIZATION:	City of Sherwood	DATE: 2009
LOCATION:	Sherwood, Oregon	
DIVISION:	Community Development	
DEPARTMENT:	Planning	
JOB TITLE:	Associate Planner – Pay Group 8	
FLSA STATUS:	Non-Exempt	

PURPOSE OF POSITION:

Perform general professional planning work in development review, zoning administration, and other land use planning functions. Prepare and make reports and presentations. Draft policies and ordinances as necessary.

ESSENTIAL JOB FUNCTIONS:

Interpret ordinances, zoning regulations and other City, county, state and federal regulations relating to zoning, subdivision and development issues. May draft Comprehensive Plan goals and policies, and ordinances for review by others.

Respond to inquiries from the general public regarding rules and procedures for land use, land development and zoning, and general City development policies and procedures.

Conduct pre-application conferences with potential applicants, providing information about the development process regarding: site plan review, subdivisions, planned unit developments, conditional uses, variances, minor land partitions, lot line adjustments and rezoning.

Perform field investigations and gather, analyze, interpret, and report on various land use and land characteristic data regarding land use applications; take photographs. Perform code review of development proposals and determine whether applications satisfy development regulations.

Research, prepare and present staff reports and findings on various land use applications for Hearings Officer, City Council and Planning Commission. Prepare for and attend meetings, provide technical information and advice, perform resulting follow-up and research as necessary.

Prepare maps, charts, posters and/or slides for presentations and public hearings.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Maintain necessary departmental records; maintain and update related maps. Create forms, information handouts, report outlines, etc., as necessary or requested. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of planning concepts, principles, techniques and practices. Considerable knowledge of laws, codes, rules, regulations and ordinances applied to land use planning, legal descriptions. Ability to comprehend and interpret land use laws, rules and regulations; communicate effectively both verbally and in writing; prepare clear and concise reports; prepare tables and maps. Equivalent to a Bachelor's degree in planning, geography, architecture, urban studies, or related field; and two years of professional planning experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Experience in development review of commercial, industrial and residential projects. Experience in GIS, statistical comparisons, long range planning studies.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 20 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on policies and practices of the Planning Department.

SUPERVISION RECEIVED:

Works under the direction of the Planning Manager.