

**ORGANIZATION: City of Troutdale**  
**DEPARTMENT: Community Development**  
**JOB TITLE: Assistant Planner**

**LOCATION: Building & Planning**  
**DATE: April 2017**  
**GRADE: 15, FLSA Non-exempt**

**PURPOSE OF POSITION:**

A professional land use planning position responsible for performing research on select assignments and engaging in "current planning" activities. These activities include but are not limited to: administering certain land use applications, developing reports and presentations, and performing a variety of duties that reflect goals and objectives in the City's Comprehensive Land Use Plan.

**DISTINGUISHING CHARACTERISTICS:**

This is an entry level classification within the Planning Division. Employees at this level perform professional and technical planning work and provide technical staff assistance to higher level planning staff. The Assistant Planner is expected to coordinate and manage land use applications that are reviewed and approved at a Staff level and is expected to contribute to land use applications that are reviewed and approved by Planning Commission or City Council. The Assistant Planner is also expected to contribute to certain long-range planning projects as delegated by the Community Development Director and to support other Staff in ongoing projects.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide high-quality service to residents, businesses, applicants, and other stakeholders on matters related to general inquiries, development regulations and other planning activities. **25%**
2. Process Type I and II land use applications, including preparation of staff reports with recommendations and conditions of approval in compliance with City and State land use planning requirements. Provide assistance for Type III and IV land use applications as directed. Conduct field inspections of development sites as necessary. **25%**
3. Conduct assigned research and administrative duties. Compile and analyze data and formulate reports and/or studies for assigned projects. Prepare materials as necessary for studies and presentations. **25%**
4. Develop and maintain relationships with community and neighborhood groups by attending meetings, engaging in outreach efforts, informing the public, and creating media material for citizens and other stakeholders. **10%**
5. Serve as the primary staff liaison for the City's Historic Landmarks Commission. Serve as the backup staff liaison for the City's Citizen Advisory Committee. **10%**
6. Prepare grant proposals and applications for local, state, and federal funds as assigned; administer and monitor grant funded projects; track grant expenditures; prepare grant status reports as required. **5%**
7. Maintain consistent and regular job attendance and adherence to working hours.
8. Effectively and clearly communicate to others verbally and in both electronic and physical written forms.
9. Must develop and maintain positive working relationships with supervisors, co-workers and customers.

***THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE ALL DUTIES THAT MAY BE PERFORMED BY AN EMPLOYEE OF THIS CLASSIFICATION.***

**JOB QUALIFICATIONS:**

***Mandatory Requirements:***

Requires a Bachelor's degree from an accredited college or university with major course work in planning, public administration or a related field. Must have a thorough knowledge of land use and planning laws, regulations, practices and procedures.

Must have a minimum of one year responsible professional level planning experience, which may include internships, assistantships, or guided research experience for a public entity; or any combination thereof. A Master's degree from an accredited college or university with major course work in planning may substitute this previous employment requirement. Relevant experience in similar fields such as civil engineering, landscape architecture, drafting, or surveying may also be considered. Ability to occasionally work evenings—including for Historic Landmarks Commission meetings—is mandatory.

Proficiency with ArcGIS; Microsoft Office Suite (Outlook, Word, Excel, PowerPoint); Microsoft Publisher or similar design software; Adobe Reader/Acrobat.

***Desirable Qualifications:***

Any combination of experience, education and training, which demonstrates the ability to perform the duties of the position, may be substituted for mandatory requirements. Experience in a local government planning office is desirable; experience in zoning administration under the Oregon State Land Use Planning System is preferred.

Ability to converse in Spanish or Russian is considered beneficial, but is not a requirement of the position.

Proficiency with Adobe Creative Suite applications; SketchUp or similar application.

**SPECIAL REQUIREMENTS/LICENSES:**

Possession of a valid driver's license and acceptable driving record.

**PHYSICAL DEMANDS OF POSITION:**

Typically involves moving materials weighing up to 20 pounds and seldom over 40 pounds. Flow and character of duties require extended visual attention along with manual coordination for at least 60% of the work period.

**WORKING CONDITIONS:**

Office working environment.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a typical responsibility of this position.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Department Director with some guidance and coaching from upper level positions within the department.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_