

# **LINN COUNTY CLASSIFICATION**

**TITLE: ASSOCIATE PLANNER**

**NUMBER: 342**

**PAY RANGE: 16**

**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**

**NUMBER: 2000-288**

**DATE: August 9, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform professional and supervisory planning work in the planning section. Work involves coordinating the planning efforts of subordinate staff and is directly involved in and responsible for assigned planning functions. Insure the efficient flow of work within the section.

SUPERVISION RECEIVED: Works under the direction of the Senior Planner who assigns work responsibilities and reviews work for results obtained and conformance to assignment.

SUPERVISION EXERCISED: Exercises supervision over section functions and assigned subordinate personnel. May be assigned additional supervisory duties in the absence of the Senior Planner.

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. Interpret and apply state and local land use planning laws and ordinances to various development proposals; review the status of properties, roadways and all land use activities in relation to zoning and subdivision requirements.
2. Conduct research, compile and analyze field data and prepare staff reports on zoning matters such as zone change requests, conditional use permits, variances, land divisions, appeals, etc. for presentation to the Board of County Commissioners and Planning Commission at regularly scheduled public hearings.
3. Develop and review amendments to land development ordinances. Review court decisions and legal opinions for applicability to local situations.
4. Conduct research, compile and analyze technical field data, write the elements of the county's comprehensive plan.
5. Investigate alleged violations of land development ordinances.
6. Supervise either the advanced or current planning staff including distributing work assignments and coordinating work flow, reviewing completed work, coordinating with other department sections and providing training and direction for assigned staff.
7. Evaluate the performance of assigned subordinate personnel.

8. Assist in the preparation of the planning department's budget.
9. Respond to public inquiries regarding planning and zoning matters over the counter, by telephone, or through correspondence.
10. Develop orders and ordinances to be adopted by the Board of Commissioners which establish the legal basis for county land use decisions.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. 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: Thorough knowledge of the principles and procedure involved in land use planning. Considerable knowledge of research methodologies and statistical techniques. Considerable knowledge of those aspects of geography, civil engineering, economics, sociology and architecture which apply to planning. Considerable knowledge of government agencies and legal requirements pertaining to land use planning. Reasonable knowledge of supervisory and administrative principles and practices associated with budgeting and personnel administrations.

Ability to perform research and to compile and analyze technical data. Ability to prepare staff reports and present them in writing or orally in a clear and concise fashion. Ability to organize and draft comprehensive plans and zoning and subdivision ordinances in accordance with local needs and state requirements. Ability to communicate effectively both orally and in writing. Ability to assign, direct and provide professional guidance to subordinate staff. Ability to comprehend, interpret and apply pertinent land development ordinances. Ability to work with adverse groups and to work within the varied political and social environments encountered. Ability to establish and maintain effective working relationships with governmental agencies and officials, businesses, employees and the general public

EXPERIENCE, EDUCATION AND TRAINING: Two years of progressively responsible professional planning experience and a Masters Degree in planning or related field; or three years of progressively responsible professional planning experience and a Bachelors Degree in planning or related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Prior supervisory experience in planning preferred.

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.