

<b>ORGANIZATION:</b>	<b>City of Canby</b>	<b>DATE:</b>	<b>March 2011</b>
<b>DEPARTMENT:</b>	<b>Community Development / Planning</b>	<b>UNION:</b>	<b>AFSCME Represented</b>
<b>TITLE:</b>	<b>Senior Planner</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>

**PURPOSE OF POSITION:** Serve in a lead capacity as a senior planner in the performance of all aspects of a variety of complex technical land use planning work primarily in the areas of long range community and comprehensive planning, transportation planning, special planning studies, capital improvement project planning work, code and policy development, and major development planning projects as needed. Assist in conducting and implementing regional planning initiatives in coordination with other local, state, and federal agencies. Perform complex and challenging specialized functions with a minimum of direction and supervision that includes providing assistance to citizens, developers, and the business community on long-range planning projects and applicable city policies and implementing ordinances.

**ESSENTIAL JOB FUNCTIONS:**

Provide excellent customer service by maintaining positive public relations with customers through professional and courteous behavior with a focus on issue resolution in a timely manner that is responsive to customer needs.

Answer questions and provide information to the general public and staff with regard to long range planning, zoning, development issues, and design review. Make recommendations concerning long-range operational planning. Assist with long-range strategic planning. Respond to inquiries regarding the Comprehensive Plan and Land Development and Planning Ordinances to ensure compliance.

Act as lead on assigned long range planning/community project plan proposals, including managing project budgets and schedules. Evaluate project opportunities, assemble scopes of work and services, and prepare fee estimates for new community based projects; both in house and with outside assistance to include Comprehensive Plan amendments, buildable lands inventory, area Master Plan development, Transportation System Plan updates, special area or corridor studies, and assuring County Fair and Event Center planning conforms with City requirements.

Responsible for research, analysis, plan preparation, and the presentation of plans and information to City boards & commissions, Council, citizen groups, and others.

Conduct basic surveys and prepare materials for demographic analysis. Seek out grant funding opportunities to achieve program directives, including CDBG grant funding and project development work. Develop and obtain other grants and alternative program funding proposals.

Provide support to Canby Area Parks and Recreation program and to the Public Works department with storm water program planning, projects, and capital planning. Act as a resource for the City street tree program and natural resource protection activities. Serve as staff liaison to the neighborhood associations on issues of concern including traffic calming.

Prepare staff reports for meetings, provide technical information and advice, perform resulting follow-up and research as necessary, and make recommendations. Collect, analyze, and present data and project information to City Council, Planning Commission, co-workers, and the general public. Represent the City at conferences and regional meetings and roundtables as needed.

Maintain and update City's GIS system. Assist in the preparation of maps, graphic displays and/or written formats. Perform ArcView GIS analysis and mapping as assigned.

Participate in planning department procedural and process development and public information material preparation.

Manage and perform other projects, functions, and tasks, as assigned.

Maintain positive and cooperative working relationships with City staff, other organizations and the general public, with respect for diversity in the workplace.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:** 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:** Advanced specialized knowledge of the theory, principles, standards, practices and information sources regarding urban planning and the design and development of urban and regional areas. Knowledge of ordinances, codes, and regulations for planning, zoning, and urban renewal functions; software and techniques for the preparation of maps, charts, sketches and complex graphs; research methodology and standard statistical procedures; and capital improvement programming and improvement districts. Ability to gather information, analyze situations, and make decisions. Excellent customer service skills and the ability to communicate effectively both verbally and in writing, and to establish and maintain effective working relationships with a variety of external and internal constituents. Ability to plan, organize and complete complex research projects; prepare concise reports and present in oral, written and graphic formats. Position requires ability to simultaneously work on multiple projects, meet imposed deadlines, and use planning software and Microsoft office applications. Requires the ability to lead and assume responsibility for complex, multi-disciplinary assignments of high visibility. Requires well-developed human relations skill to conduct persuasive formal presentations to diverse audiences, facilitate small group processes, present ideas clearly, resolve conflict, and convey technical concepts to others.

Equivalent to a Bachelor's degree in planning, geography, architecture, urban studies, or related field and five years of professional planning experience, or more typically a Master's degree in the above fields and two years of experience or any satisfactory combination of experience and training which clearly demonstrates the knowledge, skills and abilities to meet the job qualification requirements.

**SPECIAL REQUIREMENTS/LICENSES:** Valid driver's license with acceptable driving record.

**DESIRABLE REQUIREMENTS:** Member of the American Planning Association (APA) with AICP certification, GIS certification. Working knowledge of Oregon land use laws.

**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. The position requires ability to drive to various meetings and job sites. May require flexible scheduling or extended work hours for the purpose of conducting meetings and public processes. Position requires auditory ability to carry on audience, ordinary, and telephonic conversation and visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations, and perform counter work.

**WORKING CONDITIONS:** Work is performed indoors under typical office working conditions with telephones, customer interruptions, and background noises. Attendance at night meetings is required as is visitation to remote work sites outdoors with exposure to all weather conditions on occasion, or trips to other work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, confined spaces, etc. when gathering information.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

**SUPERVISORY RESPONSIBILITIES:** Leads and manages all aspects of long range planning projects. Supervision is not a typical function assigned to this position.

**SUPERVISION RECEIVED:** Works under the direction of the Planning Director.