



ORGANIZATION: City of Lincoln City
JOB TITLE: Assistant Planner
FLSA STATUS: Non-Exempt, Grade 8
UNION: AFSCME
UPDATED: July 2019

PURPOSE OF POSITION: Provide information, technical assistance and administrative support on planning-related matters to the public and other City staff. Participate in special planning projects and coordinate and process land use and other related permit applications.

ESSENTIAL JOB FUNCTIONS:

Provide broad general administrative and technical support to the Planning and Community Development team by performing such duties as: 1) updating the land use spreadsheet and database for review at weekly staff meetings, monitoring and updating the overall departmental project list of proposed ordinances and land use projects, preparing correspondence and notices for the Department of Land Conservation and Development and other state and federal agencies and maintaining a list of current land use applications for cost allocation; 2) processing vacation rental dwelling (VRD) land use, license and license renewal applications to completion; and 3) processing and reviewing single family and sign permits for compliance with the city's municipal code. This includes conducting onsite internal and external inspections of all permits, preparing and distributing notifications and composing staff reports for decision-making.

Receive and provide initial processing of land use applications and conduct preliminary identification of issues. Prepare maps and notification lists for land use matters in accordance with ordinance requirements.

Conduct site plan reviews to complete land use application processing, as directed by supervisor.

Conduct site inspections to verify existing conditions and to determine compliance with city code.

Coordinate, schedule and maintain calendar for meetings and public hearings. Compose and publish notices for public hearings and land use decisions, including required correspondence with state agencies. Assist in preparing maps, charts, posters and slides for presentations and public hearings, as directed.

Provide friendly and knowledgeable front desk presence for the Planning and Community Development department. Use excellent customer service skills and good judgment when responding to in-person or telephone inquiries from the general public regarding rules and procedures for land use, land development and zoning and general City development policies and procedures. Research and provide information in response to requests or refer as needed.

Set-up and maintain files and record keeping systems, e.g. for land use case files. File and retrieve documents as necessary. Create and maintain planning and land-use related GIS maps and databases.

Create (or improve) and implement procedures for enforcing regulations and improving compliance with city ordinances, as needed. Upon request, review municipal code and make recommendations for revisions to department head.

Assess and monitor compliance with city regulations, conditional use permits, site plan reviews and variances. Recommend corrective action to bring about compliance. Take enforcement action, including issuance of notices of violation and citations where warranted. Represent the City in municipal court, as necessary, by testifying regarding code violations. Maintain log of documented violations.

Prepare draft agenda for Planning Commission. Compile, organize, prepare and distribute electronic and paper informational packets at twice-monthly Planning Commission meetings. Attend Planning Commission meetings and take and circulate minutes.

Occasionally attend Planning Commission meetings to present staff reports, provide updates and give and receive information.

Coordinate and organize other meetings or events as directed, such as Sustainability Committee meetings, neighborhood and community meetings or hearings. This may include participating in the meeting, taking minutes and identifying action items.

Assist City Recorder with preparation of City Council electronic and paper informational packets. Serve as substitute City Recorder for purposes of packet preparation and distribution, attending meetings and taking and distributing minutes on rare occasions when the City Recorder is not available.

Use Microsoft Word, Excel, Powerpoint, Accela, GIS and other City programs and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Occasionally represent the City or the Department at conferences, events and other public forums.

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

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Create forms, information handouts, report outlines, etc., as necessary or requested. Provide assistance to other staff as workload and staffing levels dictate. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency and represent the City or department by attending training and meetings, reading materials, and meeting with others in areas of responsibility as needed or as directed. Maintain work area in clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Four-year college education in planning, geography, architecture, public administration, urban studies or related field or equivalent, or at least two years of related experience, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Strong knowledge of planning objectives, concepts, principles, standards, techniques, information sources and practices. Familiarity with laws, codes, rules, regulations and ordinances applied to land use planning and 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, correspondence and other written materials, and read charts, maps, site plans and building plans. Must possess effective organization and time management skills. Must be competent using Word,

Excel, PowerPoint and ArcGIS. Must have excellent interpersonal skills and customer service skills, and the ability to handle conflict resolution with decorum and good judgment. Demonstrated ability to exercise sound judgment within established guidelines and supervisory direction.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid Oregon driver's license.

DESIRABLE QUALITIES: More than three years' experience within a municipal government, bilingual (English/Spanish), Certification by the American Institute of Certified Planners (AICP).

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee frequently must sit, bend, kneel, stoop, communicate, reach and manipulate objects, tools and controls. The position requires mobility and at times on uneven terrain. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, and infrequently may require moving materials weighing up to 30 pounds. Manual dexterity and coordination are required for over 50% of the work period, while operating equipment such as computer keyboard, calculator, telephone and standard office equipment.

WORKING CONDITIONS: Work time is spent predominantly in the office, but may be up to 20% outside the office and outdoors in all types of weather conditions. Outdoor work exposes the employee to dust, traffic and various weather conditions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, and background noises; outdoors it may be elevated, but does not require hearing protection.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. The assistant planner may provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Senior Planner/Director of Planning and Community Development.