

ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title:	Principal Planner		
Department:	Land Use Planning		
Location:	Central Point, OR		
Reports to:	Executive Director	Travel Required:	Yes
Last updated:	05/15/2018	Classification:	18
Direct Reports:	Type of position:	Hours: 40 hours / week	
None	Full-time Part-time	Exempt	
	Temporary On-Call	Non-exempt	
	Contractor Intern		
GENERAL DESCRIPTION			
<p>This regionally high profile position provides professional land use services in coordination with state agencies, local governments, federal agencies, and other governmental and non-governmental entities. Serves as contract planning staff for some local jurisdictions; in that capacity coordinates closely with staff, elected officials, and planning commissioners.</p>			
ESSENTIAL JOB FUNCTIONS			
<ol style="list-style-type: none"> 1. Represents the organization at various local, regional, and state meetings. 2. Writes and reviews community and regional planning documents. 3. Coordinates the preparation and review of project work with clients and affected agencies. 4. Develops work programs, organizes and assigns tasks, monitors project budgets and coordinates with local and state agencies in order to manage assigned projects. 5. Prepares grant requests, and assures compliance with grant conditions. 6. Ensures compliance with federal, state, and local regulations in all work products. 7. Prepares written and oral reports requiring skills in research and analysis of statistical data, field studies, surveys, and maps. 8. Presents reports to elected and appointed officials, committees, and work groups. Analyzes federal, state, and local requirements affecting land use and other community and regional resources. 9. Prepares Comprehensive Plan and land use ordinance updates and amendments. 10. Performs current land use planning, and serves as contract planning staff for some jurisdictions. 11. Responds to requests for technical assistance from local jurisdictions. 12. Evaluates development proposals for compliance with local and regional plans and land use ordinances. 13. Coordinates with local and state agencies on studies and analyses. 14. Provides informal/formal trainings in land use topics for staff, planning commissioners, or elected officials. 			
AUXILARY JOB FUNCTIONS			
<ol style="list-style-type: none"> 1. Collaborates with other RVCOG departments. 2. Other related duties as assigned. 			
SUPERVISORY RESPONSIBILITIES			
None			

SUPERVISION RECEIVED

Supervised by the Planning Program Manager.

RELATIONSHIP TO OTHERS

Maintains frequent contact with RVCOG management and staff, state and local officials, member jurisdictions, outside agencies, business representatives, and the general public.

ACCOMMODATIONS

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: Bachelor's degree in land use or transportation planning, geography, GIS, architecture, or a related field. A Master's degree in regional, community, urban, or land use planning is desirable.
2. Experience: A minimum of 5 years progressively responsible urban/regional land use planning experience.
3. Substitution: Any satisfactory equivalent combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

SPECIAL REQUIREMENTS

1. Certifications: Certified Flood Plain Manager designation is required and is desired upon hire, or must otherwise be satisfied as an employment contingency within six months of hire. AICP certification is also desirable.
2. License: Possession of, or the ability to obtain and retain an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
3. Vehicle: Possession of, or permanent access to, a personal vehicle.
4. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Professional planning principles and practices, especially those particular to Oregon; and
2. Project management best practices.

Related skills:

1. Data collection and analysis;
2. Word processing, spreadsheet, and graphics software; and
3. Business English, spelling, and punctuation.

Ability to:

1. Plan, organize, and develop operational procedures;
2. Identify, analyze, and correct administrative problems;
3. Communicate effectively orally and in writing;
4. Manage multiple projects simultaneously;
5. Adapt to a changing work environment;
6. Facilitate group discussions and make effective presentations to small and large groups;
7. Prepare concise reports on urban and regional planning issues;
8. Work independently within assigned area of responsibility and make competent decisions;
9. Represent RVCOG's interests at high levels within member jurisdictions; and
10. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: and frequent use of keyboard and repetitive motion (e.g. data entry). (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) is required, travel to other parts of the state and other states may occasionally be required, and attendance at evening and weekend meetings or events may also be necessary.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY: **Michael Cavallaro** Date: 5/15/2018 **Executive Director**

REVIEWED BY: **Ann Marie Alfrey** Date: 5/15/2018 **Internal Services Director**

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