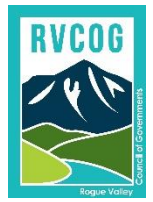


# ROGUE VALLEY COUNCIL OF GOVERNMENTS

## Job Description



Job Title:	<b>Associate Land Use Planner</b>		
Department:	<b>Land Use Planning</b>		
Location:	<b>Central Point, OR</b>		
Reports to:	<b>Planning Program Director</b>	Travel Required:	<b>Yes</b>
Last updated:	<b>10/20/2022</b>	Classification:	<b>14</b>
Direct Reports:	Type of position:	Hours: <b>40 hours / week</b>	
<b>None</b>	<b>Full-time</b> Part-time	Exempt	
	Limited Duration    On-Call	<b>Non-exempt</b>	
	Intern		

### GENERAL DESCRIPTION

Perform professional municipal land use planning services as requested by member jurisdictions, including updates to land use codes and comprehensive plans and special projects. Provide unbiased and effective counter services to residents of member jurisdictions. Provide support for member jurisdictions during council and commission meetings as required.

### ESSENTIAL JOB FUNCTIONS

1. Interprets and administers a select range of county, state, and federal land use ordinances, laws and rules.
2. Performs pre-application reviews and processes applications for site review, property line adjustments, land partitions, variances, home occupations, or other applications that are generally not technical or complex.
3. Provides staff support to citizen and intergovernmental committees.
4. Assists with technical review and updates to community and regional planning documents and takes on independent tasks as needed.
5. Prepares reports, maps, and other visual aids and makes presentations to committees, advisory boards, councils, commissions, civic groups, and citizen committees.
6. Prepares written and oral reports requiring skills in research and analysis of statistical data, field studies, surveys, and maps.
7. Prepares and reviews a variety of written plans, studies, staff reports and Land Development Code and Comprehensive Plan amendments
8. Performs background land use planning related research, collects and compiles data, determines study scopes, and defines project schedules in support of transportation planning.
9. Presents reports to elected and appointed officials, committees, and workgroups. Analyzes federal, state, and local requirements affecting land use and other community and regional resources.
10. Assists in developing and writing work scopes.
11. Assists in preparing grant requests and assures compliance with grant conditions.
12. Responds to inquiries about specific programs, activities, and services.

### AUXILIARY JOB FUNCTIONS

1. Other related duties as assigned.

### SUPERVISORY RESPONSIBILITIES

None

## **SUPERVISION RECEIVED**

Receives supervision from the Planning Program Director.

## **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 with major course work in land use, urban, and/or regional planning.
2. Experience: A minimum of 3 years of experience in land use, urban, and/or regional planning.
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. 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.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

1. Professional land use planning principles, procedures, practices, and regulations, especially those particular to the State of Oregon;
2. In-depth knowledge of the principles and practices of planning, design, development, and administration and knowledge of applicable codes, regulations, and laws;
3. Microsoft Office software;
4. Website development and maintenance, or ability to quickly learn;
5. The Oregon Statewide Planning Program; and
6. Effective public meeting organization and management.

#### Related skills:

1. Advanced word processing, spreadsheet, graphics, and mapping software;
2. Data collection, analysis, and synthesis; and
3. Business English, spelling, and punctuation.

#### Ability to:

1. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people;
2. Gather, organize, and analyze data and information with precision, draw conclusions and formulate recommendations;
3. Work accurately and with attention to detail while meeting deadlines;
4. Maintain neutrality while assessing impacts of land use decisions on all parties;
5. Effectively communicate both orally and in writing;

6. Develop project strategies and work plans;
7. Make effective presentations to both small and large groups;
8. Manage multiple projects simultaneously; and
9. Effectively organize and facilitate group discussions.

**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 is 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: <b>Ryan MacLaren</b>	Date: 08/05/2024	<b>Planning Program Director</b>
REVIEWED BY: <b>Adrian Modjeski</b>	Date: 08/05/2024	<b>Human Resources &amp; Administrative Services Director</b>

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	<b>155 N. 1<sup>st</sup> Street</b>		
	<b>PO Box 3275</b>	Fax:	<b>541-664-7927</b>
	<b>Central Point, OR 97502</b>		