

# City of Winston, Oregon

## Job Description

### ASSOCIATE PLANNER

**SALARY RANGE:** \$56,000 - \$79,000 Annually

**DEPARTMENT:** Winston City Hall

**WORK LOCATION:** 201 NW Douglas Blvd Winston, OR 97496

**WORK SCHEDULED:** Monday - Friday, 8:00 AM - 5:00 PM with some evening hours as public meeting requirements will dictate.

**DEFINITION:** Performs advanced professional planning work, exercising considerable independent judgment. Primary responsibilities include coordinating the current planning section, scheduling public hearing, preparing agendas for Planning Commission, conducting some special studies, conducting long range planning studies of complex land use issues to include Comprehensive Plan Periodic Review, Public Facilities Plan Element, Economic Development, Transportation Planning, Citizen Involvement, Land Use and Development Ordinance. This is a non-exempt classification.

**SUPERVISION RECEIVED:** Works under the direction of the City Manager who outlines broad objectives. Employee works independently and submits work to be reviewed for conformance to policy.

**SUPERVISION EXERCISED:** Supervision of employees may be required of persons in this position.

**ASSIGNED DUTIES:** Any single position in this class will not usually involve all the duties listed and many positions will involve duties which are not listed.

1. Works closely with Winston Public Works and correlates consistently on a wide variety of city related infrastructure projects.
2. Review and approve/deny permitting requests based on the elements of the Winston Municipal Code requirements with the feedback from Public Works and other applicable departments.
3. Performs pre and post development site inspections and gathers data to place on the city's shared server in order to keep a running file on each property located within the city.
4. Prepares and coordinates comprehensive reports and plans including development and implementation of citizen participation processes and development of Staff Reports and recommendations.
5. Directs and provides staff support to public bodies, including presentations to committees, Planning Commission and City Council.
6. Analyzes and prepares staff reports on plan amendments and land use applications of a complex nature concerning conformance with City policies and Land Use Ordinances.

7. Coordinates department activities, advanced planning studies and projects with other City departments and public agencies.
8. Advises, coordinates and consults on department activities and advanced planning studies with City Manager.
9. Gathers and analyzes data for comprehensive planning at the neighborhood and community level.
10. Conducts long range planning studies of complex land use issues to include Comprehensive Plan Period Review, Public Facilities Plan Element, Economic Development, Transportation Planning, Citizen Involvement, Land Use and Development Ordinance preparation and Historic Preservation Program.
11. Total Maximum Daily Load (TMDL) compliance and maintenance of program. Frequent reporting to the Department of Environmental Quality.
8. Assists and coordinates activities and assignments of staff in regard to planning issues.
9. Uses GIS system to effectuate planning goals and tasks.
10. Assist other staff members with contract development and administration.
11. Maintain City mapping system.
12. Provide grant writing assistance to all departments.
14. Participates with code enforcement as needed.
13. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- One year of professional experience in planning or experience in a profession that may render transferable experience.
- Graduation from a accredited college or university with a 4-year degree in Regional and Urban Planning, Social Science, Economics, Business or Public Administration or a related field.
- Considerable knowledge of GIS systems and their application to planning tasks.
- Any combination of coursework, experience and training which provides the required knowledge, skills and abilities may substitute for the above.
- Successful pre-employment physical may be required. Pre-employment drug screen.

**DESIRABLE QUALIFICATIONS FOR EMPLOYMENT KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of supervisory and administrative principles and practices. Knowledge of principles and practices of community planning. Knowledge of citizen involvement techniques and processes. Thorough Knowledge of governmental and legal practice and terminology as applied to municipal planning issues. General knowledge of urban renewal principles. Knowledge of research methodology

and statistical techniques and ability to apply both to planning issues, processes and programs. Familiarity with engineering principles at City scale and at project scale. Some experience with principles and practices of building inspection.

Ability to review, modify and develop complex Urban Planning Studies. Ability to communicate well, both verbally and in writing, and to prepare and make public presentations on complex planning issues. Ability to establish and maintain effective working relationships with public agencies, decision makers, developers, citizens, coworkers and special interest groups. General knowledge of transportation systems and issues.

### **ESSENTIAL FUNCTIONS**

Ability to read, understand and interpret complex legal and regulatory information. Ability to work with members of the public in a professional and consistent manner. Ability to analyze data. Ability to work well under pressure. Ability to accept criticism. Ability to produce reports. Ability to communicate both verbally and in written form. Mobility. Ability to stand for extended periods. Keyboarding. Ability to form input and extract data from computers. Ability to collect, analyze and explain data. Ability to work in a fast-paced environment with frequent interruptions. Ability to supervise people. Assist City Manager in formulating policies and procedures for departmental organization and operation. Keep City Manager updated on all planning activities. Acts as a member of the City Management team. Ability to work independently and manage time efficiently. Ability to make decisions and bring forward solutions. Detail oriented, accurate and thorough when completing work tasks.

### **WORK STANDARDS**

Regular attendance and punctuality. Speak and act truthfully. Conduct yourself with integrity, morality, character and trustworthiness. Exhibit self-control. Accept constructive criticism. Calmly and effectively process high stress situations. Be reliable, responsible, loyal and dependable. Willingness to take on responsibilities and challenges.

### **EDUCATION, CERTIFICATION, AND EXPERIENCE**

Bachelor's degree in Planning or a closely related field. Five years of experience with a local government planning agency. Any satisfactory equivalent combination of experience and training that ensures the ability to perform the work may substitute for the above.

### **SPECIAL REQUIREMENTS AND CERTIFICATIONS**

Possession of a valid Oregon operator's license at the time of employment with acceptable driving record.

### **WORKING CONDITIONS**

The City of Winston is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability Accommodations Discriminations laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

**HOW TO APPLY** Complete the City of Winston Employment Application and deliver it to City Hall, 201 NW Douglas Blvd. You may also email the application and resume to: [Cindy.Sarti@CityofWinston.org](mailto:Cindy.Sarti@CityofWinston.org) .