



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Assistant Planner  
Department: 31 Community Development  
FLSA Status: Non-Exempt  
Job Code: 211A  
WC Code: 9410  
Effective Date: December 29, 2003  
Last Revised: July 1, 2018  
Pay Grade: A15  
Union: AFSCME

#### SUMMARY

Individuals within the Assistant Planner classification are expected to apply a beginning knowledge of the principles, practices, procedures, regulations and ordinances involved in land use planning; Provide friendly, unbiased and effective customer service; Perform assignments and duties that are generally well defined and use established procedures with varying degrees of guidance and supervision; Provide technical assistance and guidance to other planners; Refer difficult or complex situations to planners of higher classification; and perform related work as required. This is an introductory position designed for employees new to the planning field.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Interprets and administers a select range of county, state and federal land use ordinances, laws and rules.
2. Respond to basic questions from the public related to land use, land development, and zoning.
3. Staff the front counter and issue ministerial land use permits to customers.
4. Communicate with and be a resource to other planning staff, county departments, city, state, and federal agencies concerning land use information and regulations.
5. Perform 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.
6. Perform field investigations to gather information regarding land characteristics to determine the ability of land to support specific uses, to include an assessment of appropriate conditions of development and/or operation.
7. Research records and other sources, analyze data obtained and prepare written and visual demonstrations based on this work.
8. Prepare maps, charts, and other visual aids.
9. Other duties as assigned.

## SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

## QUALIFICATIONS

Basic knowledge of planning services and land use procedures. Experience with Oregon's planning system is preferred. Because this position involves significant front counter duties, incumbents are expected to have an aptitude for customer service, and actual experience is valued. The ability to verbally communicate and relate well with different kinds of people, and to have some skill in handling conflict is essential. The ability to analyze facts and to write competently is necessary.

## EDUCATION AND EXPERIENCE

A bachelor's degree in planning or related field is desired, but any satisfactory combination of education, experience and aptitude that demonstrates the skills needed to perform the essential duties and responsibilities of the position may satisfy education and/or work requirements.

## JOB IMPACT

The consequence of error could have an adverse impact on public safety and legal liability due to an accident or property loss where codes were not enforced or in compliance.

## JOB CONTACTS

Contacts are with other county offices, builders, architects, engineers, and the general public. Communication is regularly required to give and exchange information regarding land use in a positive and helpful manner.

## LANGUAGE SKILLS

Beginning ability to read, understand, analyze, and interpret zoning and land use publications and data, as well as laws, rules and regulations that relate to zoning and land use. Language skill includes effective verbal communications with customers and other land use participants, with appropriate responses to inquiries. Ability to write clear, concise correspondence and reports that conform to approved style and format. Ability to report at staff application review meetings. Incumbents are expected to improve communication skill with supervision and experience.

## MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## REASONING ABILITIES

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation. Ability to discern real questions from confused or upset callers or customers; provide proper information and/or person qualified to help with the issue at hand. Juggles several calls/issues at the same time.

## OTHER SKILLS AND ABILITIES

Because excellent public service is the most important goal of the planning office, very high value is placed on customer service skills. All employees of the planning office are expected to extend thorough, thoughtful and helpful expertise about planning requirements and/or services to all customers in a friendly, open, and unbiased manner.

## CERTIFICATES, LICENSES, REGISTRATIONS

Must possess or have the ability to obtain a valid Oregon driver's license and have a safe driving record.

## BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

## WORK ENVIRONMENT

The position works closely with the public and is impacted by the necessity of meeting time lines established by uncontrollable work flow, attention to detail, and uncontrollable interruptions.

## PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	<b># of pounds = 10</b>			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Map Reading, Estimating Distance
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

#### Exposure - Environmental Factors: Field Work (i.e. Site visits)

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>