



Josephine County, Oregon

Human Resources Office

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

POSITION DESCRIPTION

Job Title: Associate Planner
Department: Community Development: Planning Division
FLSA Status: Non-Exempt
WC Code: 9410
Effective Date: December 29, 2003
Last Revised: July 1, 2018
Pay Grade: A17
Union: AFSCME

SUMMARY

Individuals within the Associate Planner classification are expected to apply an expanded knowledge of the principles, practices, procedures, regulations and ordinances involved in land use planning; Perform complex and technical assignments and duties with a reduced degree of guidance and supervision, exercising independent judgment as necessary; Provide technical assistance and guidance to other lower classified planners and planning personnel; Refer difficult or complex situations to higher classified planners; and, Perform related work as required. An Associate Planner is distinguished from an Assistant Planner by a broader range of knowledge of planning services, procedures and regulations at local, state and federal levels. This knowledge includes a reliable understanding of specific departmental policies and procedures so the planner is able to represent these matters in inter-departmental and inter-agency and other public settings without close supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of 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 broad range of county, state and federal land use ordinances, laws and rules.
2. Responds to questions from the public related to land use, land development, and zoning.
3. Staffs the front counter and issue ministerial land use permits to customers.
4. Communicates with and functions as a resource to other planning staff, county departments, city, state, and federal agencies concerning land use information and regulations.
5. Performs pre-application reviews and process applications for site review, all types of land divisions, variances, home occupations, farm, forest, lot history, flood review, quasi-judicial comprehensive plan map amendments, and other more complex or technical applications.
6. Performs 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. Prepares and presents staff reports at public hearings, and represent the planning office in other agency, civic or legal forums.
8. Researches records and other sources, analyzes data obtained and prepares written and visual demonstrations based on this work.
9. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

Possesses well-established public service skills which demonstrate the ability to handle difficult customers. Ability to staff public hearings with minimal supervision and guidance. Ability to obtain a reliable knowledge of state and local land use hearing procedures and rules. Ability to write clear, effectual correspondence and reports.

EDUCATION AND EXPERIENCE

A bachelor's degree in planning or related field and at least two years of planning experience 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

Ability to read, understand, analyze, and interpret most 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 involving increasing complexities that conform to approved style and format. Ability to effectively organize and make oral and visual presentations and reports at staff application review meetings and public meetings.

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 define most planning problems, collect data, establish facts, and draw valid conclusions. Reasoning skill also includes the ability to comprehend a wide variety of general and technical instructions and guidelines and to distinguish the appropriateness of application in differing situations.

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. When possible as outlined under land use code, work to find solutions to customer requests.

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 checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	# of pounds =			
<input checked="" 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 checked="" 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:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors: Field Work (ie. 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 checked="" 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"/>