

Class Specification
Planner 1

Job Family: Administrative
Bargaining Unit: SEIU Local 921
FLSA Status: Non-exempt

General Summary

Individuals in this position are responsible for performing complex current and long-range planning duties in accordance with the City's Development Code & Comprehensive Plan.

Essential Functions

Work is often collaborative, working across departments and organizations, and yet the individual is expected to be able to carry out with a reasonable degree of independent action and judgment multiple projects in required time frames. The incumbent in this position will interact with the public daily, informing the general public of planning regulations and procedures, giving presentations at public meetings, and conducting site inspections.

Typical Duties/Examples of Work

The following duties are a representative sample of the level of responsibilities, but do not include all of the duties of a similar complexity and responsibility, which may be assigned, to a position in this class.

- Serving as project manager coordinating and managing development review cases
- Writing and presenting staff reports
- Policy development
- Permit and plan review
- Tree removal, short-term rental, code compliance and other projects as assigned

Minimum Qualifications

- Bachelors Degree (Planning, Community Development, Landscape Architecture, Architecture, or a closely related field)
- 1-2 years of local government experience in land use, urban planning, and comprehensive planning
- Public Sector experience preferred

Desirable Qualifications

- Familiarity with City of Cannon Beach municipal subdivision and zoning code, comprehensive plan, and other applicable regulations
- Previous Public Sector/ Local government planning experience highly desired
- GIS experience desired
- Certified Arborist, or the ability to pursue certification within one year of hire, or with experience or background in arboriculture or horticulture

Knowledge Required

- Principles and practices of land use planning, zoning and subdivision law, theory and application.

- Able to assemble and analyze information and make written reports and documents, as well as oral presentations in a clear, concise and effective manner.
- The ability to act as project manager in guiding applications through the development review process.
- The ability to handle multiple tasks and priorities.
- Must be able to speak before an audience with poise, voice control and confidence.
- Knowledge of the principles of teamwork and empathy and the ability to apply these principles in a professional setting.
- Knowledge and skill in the legal aspects of planning and specific knowledge of legal requirements as they may relate to City, State and Federal regulations.
- Knowledgeable of the required and necessary records, reports, documents, and related information required and ability to maintain proper data and information as required.
- Personal communication skills with a variety of people including the general public, property owners, elected officials and professional associates.

Skills Required/Ability to:

- Work independently and make sound decisions under general or minimal supervision.
- Manage multiple projects, including coordinating processes and activities with others.
- Explain policies and procedures and respond appropriately to questions or concerns from other employees, departments, City management, elected officials, citizens, community groups, external third parties, other jurisdictions and the general public.
- Prepare clear, concise, and comprehensive statements, reports, and other various written materials.
- Communicate effectively, clearly and concisely, both in writing and orally.
- Exercise professional and responsible judgment and maintain effective working relationships with others.
- Apply effective internal and external customer service skills.
- Use keyboard; utilizing word-processing, spread sheet and database programs or other application software as required for the position.
- Use and operate general office equipment including a calculator, computer, printer, fax, and copier.

Licensing/Special Requirements

- Valid Oregon driver’s license at time of hire

Working Conditions

Work in this class is typically performed in an office environment, requiring reaching fingering, grasping, talking, hearing, seeing, and repetitive motions. Work may also require periods of sitting with attention to a computer keyboard and video display terminal, light lifting up to 30 pounds, reaching for files, accuracy in recording information, and frequent interruptions of work may be experienced by others seeking information in person or by phone or by changing priorities in the office. Work may require attendance at meetings or activities outside of normal working hours. On occasion, may deal with distraught or difficult individuals.

Classification History

Adopted: