

CITY OF MILTON-FREEWATER

JOB DESCRIPTION

POSITION TITLE: CITY PLANNER
REPORTS TO: CITY MANAGER
BARGAINING UNIT: SUPERVISORS AND TECHNICIANS
EMPLOYMENT STATUS: EXEMPT

GENERAL STATEMENT OF DUTIES:

Plans, organizes, directs, and controls the functions of the Planning Department. Develops and implements procedures, practices, and department policies. Responsible for planning studies, periodic review, maintenance and interpretation of the zoning and development code, and related grant programs. Assures the efficient and economical use of departmental funds, including grant funds, work force, facilities and time. Directs current and long-range planning services. Plans and conducts Planning Commission meetings; deals with Planning Commissioners on planning issues. Oversees the City's public transportation programs, including writing and reporting of supportive grants. Serves as economic development representative. Does related work as required.

SUPERVISION RECEIVED:

Works under the general direction of the City Manager who participates in the establishment of major objectives and reviews work for effectiveness and results obtained. Independence of action is stressed.

SUPERVISION EXERCISED:

Makes recommendations in the hiring, firing, promotion and demotion of departmental personnel. Work assignment, disciplinary action, and performance evaluation responsibilities for some personnel may be delegated. Exercises direct supervision over immediate subordinate positions which includes the assignment of work and review of performance.

TYPICAL EXAMPLES OF WORK: An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Provide overall management and supervision of Planning operations, determining Planning departmental priorities and work schedules.
2. Evaluate the work performance and assignments of department personnel. Work assignments, disciplinary action and performance evaluation responsibilities for some positions may be delegated.
3. Propose a Departmental budget for submission to the City Manager and manage Planning operation and public transportation budgets. Maintain budgetary control throughout the fiscal year.
4. Administer the City's land use programs. This involves public hearings and processing land use applications, issuing permits and associated correspondence.
5. Develop, review and update proposed subdivision and zoning ordinance regulations. Responsible for maintenance of comprehensive plan and periodic review.

6. Attend Planning Commission and City Council meetings and other appropriate public meetings representing the City Planning Department.
7. Write Requests for Proposals and recommend to the City Manager the hiring of consultants to perform major studies. Direct work of consultants.
8. Respond to citizen inquires or concerns regarding plans, policies and land use applications of the Planning Department.
9. Manage the City's Public Transportation programs, writing and managing grants, tracking rules/regulations for driver training, monitoring driver drug & alcohol programs under contract, and work directly with the Federal Transportation Administration and Oregon Department of Transportation/Rail & Public Transit Division.
10. Performs tasks associated with economic development projects and inquiries.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

KNOWLEDGE, SKILL AND ABILITY:

Thorough knowledge of modern principles, practice and techniques of planning and land use policy, administration, organization and operation. Ability to supervise subordinate personnel by assigning and reviewing work for conformance with departmental rules, regulations and policies and with federal, state and local ordinances and requirements. Able to establish and maintain effective working relationships with other public officials, employees, and the general public. Ability to prepare and present effective oral and written reports.

EXPERIENCE AND TRAINING:

Graduation from a four-year college or university. Specialization in land use planning and/or post graduate degree preferred. Six years of progressively responsible municipal land use experience including two years in a supervisory/management capacity. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of, or the ability to secure a valid driver's license.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighting up to 10 pounds and infrequently weighing up to 40 pounds. Character and flow of work involve normal mental and visual attention. Manual dexterity and coordination involved with computer keyboard is required approximately 50% of the work period with occasional periods of 100% of the work day.

WORKING CONDITIONS:

Usual office working conditions. The noise level of the work environment is typical of most office environments. Field work involved with site analysis is required approximately 15% of the time.