

## **ASSOCIATE PLANNER**

### DEFINITION

To conduct professional community planning projects; to provide responsible technical planning advice to the County; to develop assigned programs and prepare comprehensive reports including statistical data and graphic material; and to perform related duties as assigned.

### CLASS CHARACTERISTICS

This is the full journey level class in the Planner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform difficult and responsible types of duties assigned to classes within this series including providing complex professional planning support. Employees at this level are required to be fully aware of all procedures related to assigned area of responsibility and may receive only occasional instruction or assistance as new or unusual situations arise.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Program Manager.

May exercise functional and technical supervision over clerical and technical personnel.

### EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Researches, analyzes and interprets social, economic and land use data and trends; prepares written reports on current and long-range planning matters.

Researches and prepares comprehensive plan and implementing ordinance proposals.

Represents the division at public hearings before the Hearings Official, Planning Commissions and Board of County Commissioners.

Provides complex technical and professional support to official bodies as necessary.

Researches and interprets land use regulations; explains regulations and assists the public and other departments as necessary; determines plan compliance and approves permits.

Plans and assigns work for less experienced planning staff as necessary.

Coordinates planning activities with other County departments and outside agencies.

LANE COUNTY  
Associate Planner (Continued)

MINIMUM QUALIFICATIONS

Knowledge of:

Modern principles and practices of planning.

Subdivision, site planning and zoning ordinance administration.

Current literature, information sources and research techniques in the field of planning.

Laws, ordinances, policies and regulations governing planning, growth management and land use.

Long-range planning methods, practices and procedures.

Ability to:

Interpret and apply applicable laws, ordinances and policies.

Perform professional planning work with a minimum of supervision.

Analyze and compile complex technical information and reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Provide technical and functional supervision of professional and clerical staff.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in community planning or a related field.

Experience:

Three years of responsible professional planning experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.