

July 28, 2017

POSITION ANNOUNCEMENT

Associate Planner

City of The Dalles Planning Department

Salary: \$4,453.56 - \$5,477.32 per month plus benefits

Closing Date: Reposting, Open until filled – first review August 11, 2017

The City of The Dalles Planning Department is accepting applications for the position of Associate Planner in the Planning Department. This is a full-time exempt position. This position may be under-filled at the Planner position.

Minimum Requirements: Graduation from a four-year college or university with a major course of study in planning or planning related field. At least two (2) years' experience in planning or planning related field required.

Municipal government planning experience preferred. A graduate degree in planning or related field may substitute for the required two (2) years of experience.

Obtain complete job description and application packet online at <http://www.thedalles.org/> or from the City Human Resources Office at City Hall, 313 Court St., The Dalles, OR 97058

Benefits include: Medical, Dental, Vision, FSA, VEBA, 403(b) Retirement and 457(b) Deferred comp. plans as well as twelve days paid vacation after one year. The City pays 100% of employee's healthcare premium and 85% for dependents; the City pays both employee and employer share of retirement after one year of employment at 13.5% of base salary.

Only complete application packets will be accepted. Applicants may email applications to DHunter@ci.the-dalles.or.us or mail to the address above. The City of The Dalles is an Equal Opportunity/Affirmative Action Employer.



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481
FAX (541) 296-6906

POSITION DESCRIPTION

TITLE: Associate Planner
DEPARTMENT: Planning
REPORTS TO: Department Director or
Senior Planner in Director's absence
SUPERVISES: Not Applicable

DEFINITION: Performs planning duties relating to zoning, subdivision, site plan analysis and physical development of the city. Performs journey-level planning activities involving knowledge of the physical, social and economic concepts underlying current and advanced planning work. The duties require effective communication with the public, City staff and members of other planning agencies; may represent the city at meetings.

ESSENTIAL JOB FUNCTIONS:

- Intake and review all development and land use applications including site plan reviews, minor partitions, property line adjustments, conditional use permits, signs, and building permits.
- Provides customer service assistance in the areas of zoning, land use and other departmental activities.
- Assists senior staff with subdivisions, conditional use permits, Land Use and Development Ordinance amendments, Comprehensive Land Use Plan, and sign ordinance amendments.
- Makes oral and written communications with the Planning Commission and citizen groups.
- Coordinates with Public Works Department on development issues and applications.
- Prepares documents, reports, and maps for various City departments and developers.
- Coordinates Site Team meetings
- Conducts special assignments and projects.
- Assists in the preparation of ordinances and regulations.
- Conducts site inspections and enforces Land Use and Development Ordinance.

OTHER JOB FUNCTIONS: Other duties as may be assigned.

WORKING CONDITIONS: Duties are performed in an office setting but include outside activity for site inspections and travel to meetings.

ABILITY TO:

- Perform the essential functions of the position
- Work with P.C.'s, photo copiers, cameras,
- Work with P.C. drafting equipment, maps, aerial photos and projection equipment.
- Interpret rules, regulations, and city ordinances; ability to communicate effectively both verbally and in writing.
- Inspect sites for violations.
- Prepare final reports for Commission and Council action.
- Understand written and oral instruction and relate the same to other subordinates.
- Establish and maintain cooperative working relationship with fellow employees, the public and other departments and other governmental agencies.

KNOWLEDGE:

- Knowledge of principles and procedures involved in land use planning, particularly within the State of Oregon.
- Knowledge of Oregon Statewide Planning Goals.
- Knowledge of research methodology and statistical techniques; applicable aspects of public works infrastructure, geography, biology, geology, environmental design, architecture, landscaping, economics, and sociology that apply to planning.
- Knowledge of and ability to use GIS in mapping and statistical applications, land use data and other technical planning materials.
- Knowledge of government agencies and legal requirements pertaining to comprehensive land use planning.

QUALIFICATIONS: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Graduation from a four-year college or university with a major course of study in planning or planning related field.

Experience: At least two (2) years experience in planning or planning related field required. Municipal government planning experience preferred. A graduate degree in planning or related field may substitute for the required two (2) years of experience.

LICENSES OR CERTIFICATES: Valid Driver's License.