



CITY OF LA PINE
PRINCIPAL PLANNER JOB DESCRIPTION

POSITION: Principal Planner

GENERAL POSITION SUMMARY:

The City is accepting applications for a full-time principal planner to plan, organize, administer, and direct all activities of the City's community development department. The principal planner performs professional and managerial work requiring advanced knowledge of the principles of urban planning, land use, and community development. This position is responsible for developing, recommending, and implementing policies and procedures to administer city plans, ordinances, and codes, including, without limitation, those related to planning and zoning, land development, design review, code enforcement, historic preservation, community development, and urban renewal. The principal planner coordinates with the public works director and city engineer on planning and development of public facilities and infrastructure. This position supports the La Pine City Council, Planning Commission, and Urban Renewal Board.

ESSENTIAL JOB FUNCTIONS:

The essential duties and responsibilities of the principal planner include, without limitation, the following:

- Organize and supervise all aspects and activities of City's Community Development Department to achieve goals and objectives within available resources. Manage all aspects of the land use planning and development permitting processes, oversee issuance of permits and licenses, and coordinates with the City Manager to prepare the department budget.
- Determines process for land use applications (administrative vs. planning commission hearing). Completes administrative reviews of land use applications, including coordination with all commenting departments and agencies (public works, engineering, County, ODOT, fire marshal, etc.). Writes staff reports and is the staff lead for Planning Commission meetings.
- Reviews applications for land development for compliance with the City's Comprehensive Plan, development code, and other City ordinances and codes. Process and evaluate legislative changes, quasi-judicial permit requests, land use permit requests, development action requests, and sign permit applications. Negotiate, collaborate, and compromise to achieve land use and community development objectives, as necessary and appropriate. Prepare staff reports, studies and recommendations related to the development and updating of the City's Comprehensive Plan, facility plans, refinement plans, and current planning applications. Perform field inspection to insure applicant's compliance with various site, code, and other requirements.
- Meets with prospective applicants to outline land use application processes and submittal requirements.
- Oversee and participate in presenting and providing general and technical information to, among others, City Council, Planning Commission, Urban Renewal Board, the general public, builders, and real estate-oriented businesses, on matters, including, without limitation, community development and the general development of the City, the planning process, and planning commission procedures. Interpret ordinances and other development regulations.

- Oversee planning commission activities, including land use hearings. Regularly communicates with planning commission on administrative decisions and other planning activities.
- Provide assistance to the City Manager, City Council, Planning Commission, and Urban Renewal Board in formulating land use and community development policies and decisions. Attend meetings and make presentations to public groups and organizations as needed.
- Coordinate and provide general and technical information and assistance to engineering, surveying, and planning consultants contracted by the City.
- Manage and participate in preparing long and short-range planning documents. Gather, interpret, and prepare data for studies, reports and/or recommendations. Coordinate department activities with other City departments, neighboring governing bodies, regional planning efforts, and state agencies as needed. Present plans to governing bodies, community groups, agencies, and the general public.
- Manage and/or participate in the enforcement of code violations, including, without limitation, violations arising out of development, building, and nuisance codes and weed abatement. Issue notices of correction and citations. Communicate with departments, agencies, and/or the general public about the purpose of code enforcement efforts. Manage complex and sensitive cases relating to code enforcement.
- Establish and maintain positive and effective working relations with the City Council, Planning Commission, Urban Renewal Board, city staff, peers, constituents, citizens, and general public.
- Oversee and manage efforts to ensure that property owners and/or developers are properly informed about city plans, codes, policies, and decisions.
- Develop and implement methods and systems to improve customer service, application processes, and completion of reports, memos, and forms.
- Oversee and manage preparing and presenting reports, maps, and graphics in connection with the comprehensive plan, development code, city or intergovernmental special projects or for other purposes.
- Oversee and manage grant applications for planning and community development projects.
- Ensure the maintenance of accurate and complete records of department activities and records relating to applications, licenses, permits, maps, blueprints, parcels, overlays, and sketches.
- Confer with the City Manager concerning administrative and policy matters related to the services and functions of the department, city, and urban renewal agency.
- Identify funding sources from other agencies for special projects, planning, and related activities; aid in preparing grant proposals in cooperation with local, state, and federal agencies, private developers, representatives of citizen groups, and the general public.
- Develop methods and procedures for citizen involvement in the planning process. Assist citizen groups in establishing priorities, needs, and objectives. Work with groups to improve the appearance of the City by coordinating special community projects. Speak to community groups as needed.
- Monitor intergovernmental decision making and legislation affecting department operations and recommend appropriate action in response.
- Attend professional development workshops and conferences to stay current in trends, issues, updates, and developments in the field of municipal planning.
- Establish a presence in the community through involvement in community groups, activities, speaking or meeting with community groups, and/or attending community events.
- Develop department-wide goals, objectives, policies, and procedures.
- Attend evening meetings.
- Perform other duties as assigned that support the overall objectives of the position.

QUALIFICATIONS:

Education and Experience Requirements:

- Bachelor's degree in planning or a related field.
- Five years of progressively responsible municipal planning experience, four years of progressively responsible municipal planning experience plus one year of supervisory experience, or any combination of experience, education, and training that demonstrates the requisite knowledge, skills, and abilities required of the position. Private sector planning experience on behalf of a public-sector client will be considered. Master's degree in planning and/or related field may be substituted for one year of non-supervisory experience.
- American Institute of Certified Planners certification is preferred but not required.

Knowledge:

- Advanced knowledge of the principles and practices of current and long-range planning, including, without limitation, the Oregon land use system.
- Thorough knowledge of local, state, and federal laws pertaining to community involvement and public review processes and practices concerning community development.
- Working knowledge of current and proposed legislation and laws of the local, state, and federal governments that affect community development programs.
- Considerable knowledge of the methods and techniques of research and analysis.
- Advanced knowledge in computer operation in a virtual desktop environment. Proficiency with word processing, spreadsheets, databases, Internet, electronic communications, and other Microsoft and/or planning and land use applications and programs.

Skills:

- Proven management skills and ability to manage day-to-day operations.
- Strong written and oral communication skills, including editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees. Ability to prepare grant proposals.
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers. Ability to provide consistent, positive customer service.
- Ability to evaluate land use proposals (zone changes, subdivisions, partitions, site plans, conditional uses, zoning permits, variances, etc.) and comprehend, interpret, and apply relevant federal, state, and local codes and regulations.
- Strong organizational skills and the ability to effectively manage multiple priorities in a fast-paced work environment.
- Ability to understand and manage high-profile, sensitive, and/or controversial political situations.
- Ability to exercise sound and independent judgment within general policy guidelines.

Special Requirements/Licenses: Possession of (or ability to obtain within thirty days of employment) valid Oregon driver's license.

SUPERVISION RECEIVED: The principal planner works under the direction of the City Manager who holds the employee accountable for achieving department goals and objectives.

TOOLS AND EQUIPMENT USED: Tools used by the employee include, without limitation, computer, calculator, telephone, copy machine, fax machine, and postage machine.

WORKING CONDITIONS:

The physical demands and working conditions described herein 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 job functions.

- Routinely moves computer equipment and other items weighing up to 50 pounds. Occasionally ascends/descends stairs, ladders, and ramps. Occasionally stoops, kneels, crouches, and/or crawls. Uses hands to find, handle, feel, and/or operate objects, tools, or controls, and reaches with hands and arms. Work also consists of moving throughout buildings and various sites.
- Remains in stationary positions (e.g., seated position) for extended periods of time. Remains in a standing position for extended periods of time. Sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and squatting in the performance of daily activities. Grasping, repetitive hand movement, fine coordination in writing reports and conducting financial and statistical analysis using a computer keyboard and operating various pieces of office equipment.
- Expressing or exchanging ideas by means of the spoken word to impart oral information to the council, staff, and/or public. Communicate (orally and in written form) detailed instructions to others accurately, loudly, and/or quickly. Work involves perceiving the nature of sounds by ear. Work also involves having clarity of vision at various distances. The noise level in the office work environment is usually quiet with the typical office noises and interruptions.
- Travel to various locations inside and outside the City's incorporated limits, including, without limitation, to other jurisdictions and job-related training. Some outdoor work is required in the inspection of various land use developments, construction sites, and code enforcements cases.
- Regular evening and weekend work is required to attend meetings and meet deadlines. Regular and consistent attendance is required.

EMPLOYMENT STATUS:

The principal planner is a salaried non-exempt employee under state and federal laws. The principal planner will work on a regular full-time basis ((1) FTE), with the ability to work irregular hours, including nights and weekends, as necessary or appropriate. The principal planner is employed on an at-will basis.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the position. The omission of specific duties and responsibilities does not exclude them from the position if the job duties and responsibilities are similar, related, and/or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. If determined necessary or appropriate, the council may modify, supplement, revise, change, and/or delete all or any part(s) of this job description.