



CITY OF MYRTLE CREEK

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SENIOR PLANNER/ COMMUNITY DEVELOPMENT

Closes June 7, 2019 at noon

Job Description

Title: Senior Planner/ Community Development Dept. Support Services

Exempt: Non-exempt: Reports to: City Administrator

Pay Range: \$4,789-\$6,226 Effective Date: May 29, 2019

DEFINITION: Performs advanced professional planning work, exercising considerable independent judgment. Primary responsibilities include coordinating the current planning section, scheduling public hearing, preparing agendas for Planning Commission and Historic Resource Review Committee, conducting some special studies, conducting long range planning studies of complex land use issues to include Comprehensive Plan Periodic Review, Public Facilities Plan Element, Economic Development, Transportation Planning, Citizen Involvement, Land Use and Development Ordinance and Historic Preservation Program. This is an exempt classification.

SUPERVISION RECEIVED: Works under the direction of the City Administrator who outlines broad objectives. Employee works independently and submits work to be reviewed for conformance to policy.

SUPERVISION EXERCISED: Supervision of employees may be required of persons in this position.

TYPICAL EXAMPLES OF WORK: Any single position in this class will not usually involve all the duties listed and many positions will involve duties which are not listed.

1. Prepares and coordinates comprehensive reports and plans including development and implementation of citizen participation processes and development of Staff Reports and recommendations.
2. Directs and provides staff support to public bodies, including presentations to committees, Planning Commission and City Council.
3. Analyzes and prepares staff reports on plan amendments and land use applications of a complex nature concerning conformance with City policies and Land Use Ordinances.

4. Coordinates department activities, advanced planning studies and projects with other City departments and public agencies.
5. Advises, coordinates and consults on department activities and advanced planning studies with City Administrator.
6. Gathers and analyzes data for comprehensive planning at the neighborhood and community level.
7. Conducts long range planning studies of complex land use issues to include Comprehensive Plan Period Review, Public Facilities Plan Element, Economic Development, Transportation Planning, Citizen Involvement, Land Use and Development Ordinance preparation and Historic Preservation Program.
8. Assists and coordinates activities and assignments of staff in regards to planning issues.
9. Uses GIS system to effectuate planning goals and tasks.
10. Assist other staff members with contract development and administration.
11. Maintain City mapping system.
12. Provide grant writing assistance to all departments.
14. Oversee code enforcement as needed.
13. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Minimum of five years professional planning work.

Graduation from a four-year college or university with major course work in urban planning.

Considerable knowledge of GIS systems and their application to planning tasks.

Any combination of course work, experience and training which provides the required knowledge, skills and abilities may substitute for the above.

Successful pre-employment physical may be required. Pre-employment drug screen.

**DESIRABLE QUALIFICATIONS FOR EMPLOYMENT
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of supervisory and administrative principles and practices. Knowledge of principles and practices of community planning. Knowledge of citizen involvement techniques and processes. Knowledge of governmental and legal practice and terminology as applied to municipal planning. Knowledge of

research methodology and statistical techniques and ability to apply both to planning issues, processes and programs.

Familiarity with engineering principles at City scale and at project scale. Some experience with principles and practices of building inspection.

Ability to review, modify and develop complex Urban Planning Studies. Ability to communicate well, both verbally and in writing, and to prepare and make public presentations on complex planning issues. Ability to establish and maintain effective working relationships with public agencies, decision makers, developers, citizens, coworkers and special interest groups.

ESSENTIAL FUNCTIONS

Ability to read, understand and interpret complex legal and regulatory information. Ability to work with members of the public in a professional and consistent manner. Ability to analyze data. Ability to remain calm. Ability to accept criticism. Ability to produce reports. Ability to communicate both verbally and in written form. Mobility. Ability to stand for extended periods. Keyboarding. Ability to form input and extract data from computers. Ability to collect, analyze and explain data. Ability to work in a fast paced environment with frequent interruptions. Ability to supervise people.