



City of Umatilla

Job Title:	Associate Planner	Job Category:	Non-Union; Non-exempt
Department/Group:	Community Development	Pay Grade:	F Resolution 22-2024
Location:	City Hall	Reports to:	Community Development Director
HR Contact:	Jonathan Egan	Position Type:	Full Time
Supervision:	Works under the general supervision of Principal Planner and/or the Community Development Director		
Minimum Qualifications:			
<ul style="list-style-type: none"> • High School Diploma or GED. Bachelor’s Degree from an accredited college or university with major course work in regional or urban Planning, architecture, landscape, or a related field preferred • An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed below. • Valid Driver’s License. • Proficiency in GIS preferred. 			
Job Description			
<p>GENERAL PURPOSE Provides a variety of routine and moderate or complex technical and professional planning duties in the City’s Community Development Department. Responsible for assisting, with occasional lead of specialized, moderate-to-complex projects in current planning or comprehensive planning; to provide responsible technical planning advice to the City; to develop assigned programs and prepare comprehensive reports including statistical data and graphical materials; to prepare and deliver public presentations to legislative bodies and community groups; and to perform related duties as assigned.</p> <p>ESSENTIAL DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Assists planning staff in conducting technical research studies and preparing statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data. • Assists in the development of short- and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations. • Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City’s needs or requirements assigned. • Occasionally serves as lead in the preparation and evaluation of complex planning projects. Provides direction and support to other City departments and the development community regarding land use process or projects. 			

- Represents the City at various community meetings. Is the liaison to review bodies such as the Planning Commission and presents projects before the City Council. Serves as a member of various staff committees as assigned. These meetings require attendance outside of normal work hours.
- Provides direction and support to other City departments and the development community regarding land use process or projects.
- Researches, analyzes and interprets social, economic and land use data and trends; prepares written reports on current and long-range planning.
- Researches and prepares Comprehensive Plan and implementing ordinance proposals.
- Researches and interprets land use regulations; explains regulations and assists the public and other departments as necessary; determines plan compliance and approves permits.
- May assist Senior Planner with creation of City GIS data management.
- May assist Senior Planner with the creation of custom maps.
- May assist with researching parcel numbers, land/structure/occupancy files, legal descriptions and map locations to verify addresses and geographic coding.

This list is illustrative only and not intended to specify every duty and job responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

- Land use planning principles and practices;
- City Development Code;
- GIS proficiency preferred;
- City organization and management;
- Applicable City policies and ordinances;
- Applicable Federal, State, and local laws, rules, and regulations;
- Research and analysis related to City Code and other areas;
- Land use management;
- Public speaking and presentations;
- Project management;
- Assist in the development and recommendation of policies, procedures and operating practices related to assigned area;
- Using a computer and related software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS

The physical demands described here 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 essential functions.

While performing the duties of this position, the employee is:

Frequent - sitting, lifting up to 5 lbs, climbing stairs, reaching forward, using arms, wrists, and hands, and squeezing.

Occasional - standing, walking, lifting up to 20 lbs. carrying up to 5 lbs, pushing and pulling up to 10 lbs., bending, twisting, crouching, kneeling, crawling, reaching above shoulder, and operating foot controls.

Rare - lifting and carrying up to 50 lbs., pushing and pulling up to 20 lbs., and climbing a ladder.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working environment. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines. The noise level in the work environment is typical of most open office environments.

Reviewed By:	Dave Stockdale	Date:	6/4/2019
Approved By:	Dave Stockdale	Date:	6/4/2019
Last Updated By:	Dave Stockdale	Date/ Time:	6/4/2019

X

David Stockdale
City Manager