



City of Umatilla

Job Title:	Senior Planner	Job Category:	Non-Union; Exempt
Department/Group:	Community Development	Pay Grade:	I 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"> • Bachelor’s Degree from an accredited college or university with major course work in regional or urban planning or a related field. • Three (3) years of progressively responsible professional planning experience including one year of lead experience. • Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. • American Institute of Certified Planners certificate preferred. • Valid Driver’s License. • Proficiency in GIS preferred. 			
Job Description			
<p>GENERAL PURPOSE Responsible for managing specialized, complex and/or higher profile projects in current planning or comprehensive planning; to provide highly responsible technical planning advice to the City; to develop assigned programs and prepare comprehensive reports including statistical data and graphical materials; to serve as project and team lead; 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"> • Manages, prepares and evaluates complex planning projects. Provides direction and support to other City departments and the development community regarding land use process or projects. • Participates in development of Planning work plans; assigns, reviews, and evaluates work products, methods and procedures; provides performance evaluations of Associate Planner. • Assist Community Development Director in coordinating and directing work flow, making work assignments and training of lower level department staff. • 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. 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. 			

- Performs other duties of a similar nature or level
- Assists the Community Development Director with budget preparation and administration; prepares cost estimates for budget recommendations.
- 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;

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

KNOWLEDGE, SKILLS AND ABILITIES

- Public administration principles and practices;
- 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;
- Staff supervision;
- 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:	Melissa Ince	Date:	08/16/2021
Approved By:	Dave Stockdale	Date:	08/16/2021
Last Updated By:	Melissa Ince	Date	08/16/2021

X

David Stockdale
City Manager