



## JOB DESCRIPTION

Title:	<b>Associate Planner</b>	Status:	Full-Time
Department	Administration	Pay:	F
Reports To:	Community Development Director / City Manager	FLSA Status:	Exempt

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### POSITION SUMMARY

This Associate Planner position performs professional-level work requiring comprehensive knowledge of urban planning principles, land use regulations, and community development practices. Responsibilities include administering and enforcing city plans, ordinances, and codes related to planning, zoning, land development, design review, and community development. The role involves coordinating land use application processes, evaluating proposals for compliance with city regulations, preparing reports, and presenting recommendations to the La Pine City Council, Planning Commission, and other stakeholders. This position also contributes to policy development, supports long- and short-range planning efforts, and fosters community engagement to ensure alignment with the city's goals and the Oregon land use system.

### ESSENTIAL FUNCTIONS

*The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.*

- Coordinate land use application processes by collaborating with various departments and agencies, such as Public Works, Engineering, County authorities, ODOT, and the Fire Marshal. Prepare comprehensive staff reports and attend Planning Commission meetings as required.
- Evaluate land development applications to ensure adherence to the City's Comprehensive Plan, Development Code, and other applicable ordinances. Process and assess legislative changes, quasi-judicial permit requests, land use permit applications, development actions, and sign permit applications. Conduct field inspections to verify compliance with site, code, and other regulatory requirements.
- Meet with prospective applicants to explain land use application procedures, submittal requirements, and provide guidance on navigating the planning process.
- Present and provide technical information to the City Council, Planning Commission, community groups, builders, and the general public on topics related to community development, city planning, and planning commission procedures. Interpret and clarify ordinances and development regulations.
- Assist with land use hearings, ensuring proper procedures are followed. Regularly communicate with the City Manager/Principal Planner and Planning Commission regarding administrative decisions and ongoing planning activities.
- Assist the City Manager/Community Development Director, City Council, and Planning Commission in developing land use and community development policies. Attend meetings and deliver presentations to the City Council, Planning Commission, and other public entities as needed.
- Collaborate with engineering, surveying, and planning consultants contracted by the City, providing necessary information and assistance to facilitate project completion.

- Contribute to the development of long-range and short-range planning documents. Collect, interpret, and prepare data for studies, reports, and recommendations. Present plans to governing bodies, community groups, agencies, and the public as required.
- Ensure property owners and developers are informed about city plans, codes, policies, and decisions, facilitating transparent and effective communication.
- Develop and implement methods to enhance customer service, streamline application processes, and improve the preparation of reports, memorandums, and forms.
- Prepare and present reports, maps, and graphics related to the Comprehensive Plan, Development Code, city projects, or intergovernmental initiatives.
- Maintain accurate and comprehensive records of departmental activities, including applications, licenses, permits, maps, blueprints, parcels, overlays, and sketches.
- Consult with the City Manager/Community Development Director on administrative and policy matters related to departmental services and functions, providing informed recommendations.
- Participate in professional development workshops and conferences to stay informed about trends, issues, updates, and developments in municipal planning.
- Attend evening meetings as required to support planning initiatives and community engagement efforts.
- Perform other duties as assigned that support the overall objectives of the position, demonstrating flexibility and adaptability in meeting the City's planning needs.

#### **MINIMUM REQUIRED QUALIFICATIONS**

- Bachelor's degree in urban planning, geography, public administration, or a closely related field.
- Two years of progressively responsible municipal planning 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. American Institute of Certified Planners certification or ability to obtain certification within two years
- Ability to analyze and evaluate departmental operations and develop and implement plans to increase and improve department efficiency. Assist in development of goals and long-range planning for the City's community development department.
- Ability to simultaneously manage multiple projects, often within short timeframes.

#### **PREFERRED QUALIFICATIONS**

- Certification from the American Institute of Certified Planners (AICP)

#### **KNOWLEDGE SKILLS ABILITIES**

- Extensive knowledge of principles and practices of both current and long-range planning, with a particular emphasis on the Oregon land use system.
- Comprehensive understanding of local, state, and federal laws related to community involvement, public review processes, and community development programs, including applicable legislative updates.
- Strong research and analytical skills, with the ability to interpret and apply data to planning and development projects.
- Familiarity with related disciplines such as civil and traffic engineering, economics, sociology, and architecture as they apply to land use planning and development.
- Proficiency in computer applications, including word processing, spreadsheets, databases, GIS mapping, and specialized planning software. Knowledge of Microsoft Office Suite and planning-specific tools is essential.
- Exceptional written and verbal communication skills, including the ability to prepare and edit technical

- reports, and present complex information to governing bodies, committees, and the public.
- Outstanding interpersonal and public relations skills, with a proven ability to collaborate effectively with officials, staff, developers, citizens, and other stakeholders while providing high-quality, consistent customer service.
- Expertise in evaluating land use proposals, such as zone changes, subdivisions, site plans, conditional uses, variances, and zoning permits. Ability to interpret and apply relevant federal, state, and local codes and regulations with accuracy.
- Superior organizational and time management skills, with the ability to prioritize and handle multiple tasks in a fast-paced environment.
- Strong capacity to navigate and assist with high-profile, sensitive, and politically complex situations, maintaining professionalism and discretion.
- Demonstrated ability to exercise sound, independent judgment and provide recommendations within established policy frameworks.

### **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description are representative of those an 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements. Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to adverse environmental conditions.
- Work is generally in a moderately noisy office setting (e.g. business office, light traffic).

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The 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.*

**EMPLOYEE ACKNOWLEDGMENT**

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name