



## JOB DESCRIPTION

Title:	<b>Senior Planner</b>	Status:	Full-Time
Department	Community Development	Pay Grade:	G
Reports To:	City Manager	FLSA Status:	Exempt

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### POSITION SUMMARY

The Senior Planner serves as a key member of the City of La Pine's Community Development Department, providing advanced professional planning expertise in both current and long-range planning initiatives. This role is responsible for managing all levels of land use applications, ensuring compliance with the City's comprehensive plan, development code, and other regulations. The Senior Planner will assist as a liaison between city departments, regional partners, state agencies, and the public, fostering collaboration to support the City's growth and development goals.

This position involves significant public engagement, including assistance with presenting technical and policy information to the planning commission, city council, urban renewal board, and community stakeholders. The Senior Planner also leads efforts to streamline application processes and enhance customer service.

The ideal candidate will demonstrate strong analytical skills, a collaborative mindset, and the ability to balance competing priorities in a fast-paced environment. This position requires a commitment to transparency, sustainability, and fostering positive relationships with residents, property owners, developers, and public officials.

### 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.*

- Determines the appropriate process for land use applications (e.g., administrative vs. planning commission hearing).
- Completes administrative reviews of land use applications, coordinating with commenting departments and agencies (e.g., public works, engineering, County, ODOT, fire marshal).
- Reviews planning applications for compliance with the City's comprehensive plan, development code, and other ordinances and policies.
- Manages and processes current planning applications, including preparing staff reports and recommendations.
- Assists with long-range planning projects, including updates to the comprehensive plan, facility plans, and refinement plans.

- Assists with efforts to gather, interpret, and analyze data for planning studies and recommendations.
- Conducts field inspections to ensure compliance with site plans, city codes, and other regulatory requirements.
- Assists with enforcement of development, building, nuisance, and weed abatement codes.
- Meets with prospective applicants to outline land use application processes and submittal requirements.
- Facilitates public outreach efforts to gather input and inform the community about planning projects and processes.
- Communicates planning activities and updates regularly to the planning commission and other boards.
- Prepares and presents technical and general information to the city council, planning commission, urban renewal board, and other stakeholders.
- Develops and delivers presentations, reports, maps, and graphics for planning projects and special initiatives.
- Collaborates with other City departments, neighboring jurisdictions, regional planning organizations, and state agencies to ensure cohesive planning efforts.
- Provides technical guidance and information to engineering, surveying, and planning consultants contracted by the City.
- Develops and implements systems to streamline application processes, enhance customer service, and improve report preparation.
- Ensures property owners, developers, and stakeholders are informed about city plans, codes, policies, and decisions.
- Identifies potential funding sources and assists in preparing grant proposals for planning and special projects in collaboration with local, state, and federal agencies.
- Monitors intergovernmental decisions and legislation impacting department operations and recommends appropriate actions.
- Assists with developing policies that align with City goals and regulatory frameworks.
- Attends professional workshops and conferences to stay current on trends, issues, and developments in municipal planning.
- Ensures accurate maintenance of department records, including applications, permits, maps, blueprints, and plans.
- Supports management in maintaining positive relationships with the council, planning commission, urban renewal board, city staff, and the public.
- Attends evening meetings and represents the City at public and stakeholder events.
- Performs other related duties as assigned to support the objectives of the position.

#### **MINIMUM REQUIRED QUALIFICATIONS**

- Bachelor's degree in Urban or Regional Planning, Public Administration, Geography, Architecture, Landscape Architecture, Transportation Planning, or a related field.
- Four 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. Master's degree in planning and/or related field may be substituted for two years of experience.

#### **PREFERRED QUALIFICATIONS**

- American Institute of Certified Planners certification is preferred but not required.

## **OTHER REQUIREMENTS**

- Valid Driver's License.

## **KNOWLEDGE SKILLS ABILITIES**

- Advanced understanding of the principles and practices of current and long-range urban and regional planning, including the Oregon land use system and statewide planning goals.
- Comprehensive knowledge of local, state, and federal laws governing community development, land use planning, public involvement, and environmental regulations.
- Familiarity with emerging trends and best practices in planning, such as sustainable development, affordable housing strategies, and transportation planning.
- Proficiency in interpreting and applying codes, ordinances, and policies related to zoning, subdivision, and other land use regulations.
- Broad understanding of related fields such as civil and traffic engineering, economics, sociology, and architecture as they pertain to planning and development.
- Knowledge of research methodologies, data analysis, and geographic information systems (GIS) for planning purposes.
- Expertise in using modern planning and land use tools, including virtual desktop environments and software like Microsoft Office, GIS, and permit tracking systems.
- Exceptional written and oral communication skills, including the ability to produce clear and concise reports and presentations.
- Strong interpersonal and public relations skills to facilitate effective collaboration with elected officials, community groups, and diverse stakeholders.
- Skilled in public outreach and engagement, including managing sensitive or controversial issues with professionalism and tact.
- Proven organizational skills to prioritize and manage multiple projects and deadlines in a dynamic work environment.
- Evaluate and process complex land use proposals, ensuring compliance with applicable regulations and policies.
- Interpret, analyze, and apply legal and technical information to planning decisions.
- Assist in the management of projects, including long-range planning initiatives and high-profile, politically sensitive issues.
- Foster positive and collaborative relationships with colleagues, elected officials, developers, and the public.
- Exercise independent judgment and make sound decisions within established policy guidelines.
- Adapt to evolving planning challenges and regulatory frameworks, ensuring the City's planning goals are met effectively.
- Maintain a commitment to equity, transparency, and customer service in all interactions and processes.

## **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.*

- 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.

*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 diverse 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

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Employee Printed Name