



CITY OF YACHATS POSITION DESCRIPTION

Department: Administration

Bargaining Unit: Not Represented

Reports to: City Manager

FLSA: Non-exempt

Position Title: Planner

Salary Range: \$27.00-\$35.00/Hour

Revised Date:

SUMMARY OF POSITION

The City of Yachats is committed to providing extraordinary public service through its multiple areas of responsibility. The Planner, under general direction, provides varied and complex planning services to the City of Yachats' citizens.

The Planner supports and performs professional planning activities within the areas of current and long-range planning. Work involves assisting with everyday planning tasks, including, but not limited to, working with the public to answer questions related to zoning, land use, and code violations, evaluating land use applications and reviewing building permits, preparing staff reports, and presenting to commissions and/or City Council. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of Yachats activities, and the ability to conduct independent projects.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Working knowledge of Oregon's Statewide Land Use Planning Goals, and awareness of Coastal Management Program.
- Plan, direct, and administer activities related to current and long-range planning for and Yachats. May work in development, administration, and/or enforcement of State, Regional, and Local land use regulations and policies.
- Attend and participate in Planning Commission and City Council meetings. May be responsible for developing training and work session material, Staff Reports, Presentations, Findings, and Final Orders of Approval.
- Perform professional level land use planning work at multiple levels: front counter customer service, research and analysis of land use applications, preparation of reports and presentations, interaction with other staff and community members.
- Communicate effectively, both orally and in writing with individuals and groups, and understand that confidentiality is sometimes required of the position and must be honored.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently



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- Demonstrates openness to constructive feedback and suggestions, provided to strengthen work performance.
- Contribute to a positive, respectful, and productive work atmosphere.
- Regular attendance is required to meet the demands of this job and to provide necessary services.

AUXILIARY JOB FUNCTIONS

- Represent the City of Yachats by providing excellent customer service in responding to the public, citizens, its employees, and others in a prompt, professional, respectful, and courteous manner while continuously maintaining a positive customer service demeanor, including being knowledgeable in answering questions from the diverse internal and external team members and the public.
- Maintain work areas in a clean and orderly manner and follow all safety rules and procedures established for work areas.
- Assist with department projects as assigned by supervisor.
- Performs other related duties as assigned by supervisor.
- Provide support to City commissions and Council as assigned.
- Train with assigned staff to perform back-up support.

SUPERVISION RECEIVED AND EXERCISED

- This Position receives general supervision from the City Manager.
- This position may provide training, orientation, or direct team or volunteer work depending upon resources.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in urban planning, public policy, business administration, or a related field; Master's degree in a related field is preferred;
OR
- Any satisfactory equivalent combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the job

Other

- Possess or obtain a valid Oregon Driver's License within 90 days of hire date.
- Must have reliable transportation in order to travel as assigned.
- Must successfully complete a criminal history background and driving record check.

SKILLS AND ABILITIES

Knowledge of:

- Federal and State grant programs, community development principles and practices, and local and statewide land use practices.

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- One or more of the following programs: Land Use Planning, Community and/or Economic Development, Public Meeting Facilitation, Comprehensive Planning, Coastal Zone Management
- Computer-based software programs that support this level of work.
- Proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Yachats area and Yachats way of governing, or a commitment to promptly acquiring this knowledge.

Skills In:

- Working with planning commissions, city councils, elected officials, and the general public on planning and permitting issues.
- Communicating clearly and effectively, both orally and in writing, including making presentations to diverse audiences at public meetings.
- Establishing and maintaining positive, cooperative, and effective working relationships with diverse internal and external team members, citizens, businesses, and community organizations.
- Providing exemplary customer service and conflict resolution for internal and external customers.
- Thoroughness and attention to detail to develop and maintain accurate, detailed files and records.
- Conducting research.
- Reading and understanding documents.

Ability to:

- Exercise good time management skills in order to accomplish both daily tasks and on-going projects.
- Work independently on assigned tasks, handle multiple projects and a high volume of work in a timely manner, even with frequent distractions.
- Organize and structure own work, and exercise initiative.
- Design and facilitate group visioning, goal setting, planning and decision-making processes.
- Gather, organize and analyze data and information, and draw conclusions and formulate recommendations.
- Maintain regular job attendance and adherence to working hours.
- Perform the essential functions of the job with, or without, reasonable accommodation.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. Seek, build, and maintain critical partner relationships.
- Exercise restraint at appropriate times and communicate with sensitivity in political situations and/or conversations.
- Develop historical memory and understand nuance in the application of code.
- Apply codes in a fair and equitable manner.

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PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

The work environment characteristics described here 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.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas and to properties may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.
- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Irregular work hours may be required.

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