

CLASSIFICATION ADDENDUM

Job Title: Planner, Senior

Classification Specification: Management Analyst

Barg Unit: OPE

Pay Grade: C43

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Planner, Sr. performs activities in current and/or long range planning, to include the processing of land use applications and the preparation of comprehensive planning studies. Conducts research and provides interagency and interdepartmental coordination; participates in land use administrative and coordination activities; provides staffing to committees and associations/groups pertaining to planning and community development matters; presents complex reports with findings and recommendations/proposals to staff and a variety of audiences including the Planning Commission, City Council and other public and private groups; prepares professional reports, maps, charts and other graphics; conducts field inspections; participates in the preparation of refinement plans and functional plans; provides project leadership; provides comments and recommendations on pending State land use legislation; may provide lead to assigned staff. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of urban planning, environmental design, geography, that includes sufficient professional planning experience.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

Knowledge:

- Theory, principles, and practices of land use planning and zoning;
- Federal, state, local regulations, ordinances, and directives that regulate land use planning and development;
- Comprehensive plans and current planning and the development process;
- Of related government programs/commissions/councils and how they integrate with land use planning processes.

Skills: *(Demonstrated skill in performing the following)*

- Evaluating land use proposals and applying relevant federal, state, and local rules and regulations;
- Drafting maps and other illustrative graphics;
- Administering complex current and long range planning and zoning conformance activities;
- Evaluating pending land use legislation and describing the potential impact.

Essential Characteristics and Duties Addendum

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary to Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

Created: 2012.01