

**Lane Council of Governments
Job Classification**

Job Title:	Associate Planner	FLSA Status:	Exempt
Division:	Local Government Services	Range:	21
Reports To:	Program Manager	Last Revised:	October 2006

General Statement of Duties

Participates in planning and development projects and performs a variety of research and analysis activities related to specialized and focused planning activities.

Supervision Received

Work is performed under applicable policies, guidelines, and appropriate technical and professional standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

None.

Resource Responsibility

Moderate responsibility for financial and human resources. Includes final decisions or recommendations regarding correct use of resources with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Distinguishing Features

The Associate Planner classification is distinguished from the Assistant Planner classification by performing complex duties requiring specialized knowledge and expertise with greater latitude for independent decision-making.

Essential Job Functions

Serves as team or project leader on planning projects related to a specialized area such as specific aspects land use or transportation planning; performs research and technical assistance by collecting, analyzing, interpreting and summarizing information, using research methods including literature review and telephone surveying.

Performs fiscal monitoring and reporting of funding allocations, expenditures and program activities related to the budget for specialized projects; prepares contracts, RFPs, and grant application related to program area; administers contracts and monitors contract compliance.

Oversees and guides the work of committees related to specialized planning projects.

Participates in program development and long range planning including the development and implementation of operations policies, demonstration projects, and program evaluation. Researches, analyzes and evaluates legislation and state and federal policies affecting planning activities; presents findings in oral and written reports and presentations.

Prepares written and oral reports requiring skills in research and analysis of statistical data, field studies, surveys, and maps. Prepares graphics and maps for written reports and presentations; presents reports to elected and appointed officials, committees and work groups, as needed; provides training as needed.

Organizes and participates in public workshops to assure public involvement in the planning process.

Responds to inquiries from the public by phone and through correspondence; provides information on specialized program or project, including policies, regulations and issues to officials, citizens and interested groups.

Facilitates interagency and intergovernmental coordination and cooperation on specialized planning projects.

Gathers field data and conducts site analyses as needed; creates computerized models for planning and compliance purposes.

Represents LCOG at various state and local meetings regarding specialized program.

Other Job Functions

Plans and conducts special assignments as directed by the supervisor.

Provides guidance, assistance, and training to Planning Technicians and support staff.

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk or computer terminal or standing at a counter. Some travel is required to attend meetings.

Knowledge, Skills, and Abilities

Considerable knowledge of issues, regulations, policies, and practices related to specialized planning program.

Considerable knowledge of principles, practices, regulations, and techniques in the field of land use, transportation, and other planning.

Knowledge of environmental, social, economic, and other demographic factors affecting local governments.

Knowledge of research methods and techniques, including statistical analysis.

Knowledge of basic cartography and graphic design.

Knowledge of personal computer applications related to planning activities, including computerized modeling.

Knowledge of governmental practices and procedures related to transportation, zoning and land use planning.

Ability to provide staff support to a variety of committees engaged in planning activities.

Ability to write clear and concise reports, records and plans.

Ability to compile and analyze original data and develop logical recommendations based this data.

Ability to organize and make public presentations.

Ability to research documents, design telephone surveys, construct computerized models, and perform statistical analyses necessary for the planning process.

Ability to evaluate the reliability of input data; read and interpret legal documents, maps and blueprints.

Ability to communicate effectively, both orally and in writing, with other employees, the general public, and representatives of other agencies and governments using tact, courtesy, and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to establish and maintain effective working relationships with other employees, the general public, and representatives of other agencies.

Physical ability to perform assigned work.

Education and Experience

Bachelor's degree in urban, land use, or transportation planning and three years experience working on land use, transportation or other planning projects, or any combination of education

and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.