

**Lane Council of Governments
Job Classification**

Job Title:	Creative Services Assistant	FLSA Status:	Exempt
Division:	Local Government Services	Range:	17
Reports To:	Program Manager	Last Revised:	August 2000

General Statement of Duties

Participates in planning and development projects and performs a variety of research and analysis 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

Provides guidance, assistance, and training to staff on document development tasks.

Resource Responsibility

Limited responsibility for financial or human resources. Work is part of a larger task where many checks exist for errors.

Distinguishing Features

The Creative Services Assistant classification performs duties requiring professional editing skills and in-depth knowledge of desktop publishing tools.

Essential Job Functions

Participates as a team member on a variety of planning projects; performs research and technical assistance by collecting, analyzing, interpreting and summarizing information and using research methods including literature review, telephone surveying, and aerial photo and map interpretation; may serve as project lead.

Prepares a variety of graphic products for written reports, displays, brochures, and slide shows.

Prepares cartographic products at a variety of scales for documents, brochures, and presentations.

Provides staff support to committees; prepares agenda, proposes strategies, conducts feasibility studies and cost benefit analyses, designs mail survey instruments, prepares status reports and other written materials.

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. Presents reports to elected and appointed officials 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 regulations and planning process to officials, citizens and developers.

Facilitates interagency and intergovernmental coordination and cooperation on planning projects.

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

Other Job Functions

Plans and conducts special assignments as directed by the supervisor.

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk or computer terminal.

Knowledge, Skills, and Abilities

Knowledge of principles, practices, regulations, and techniques in the field of land use or transportation planning.

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

Knowledge of research methods and techniques, including statistical analysis.

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

Knowledge of governmental practices and procedures related to 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 fine arts, graphics, or related field, and one year of experience in graphic design and production; 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.