

**Lane Council of Governments  
Job Classification**

<b>Job Title:</b>	<b>Senior Planner</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Division:</b>	<b>Local Government Services</b>	<b>Range:</b>	<b>25</b>
<b>Reports To:</b>	<b>Program Manager</b>	<b>Last Revised:</b>	<b>April 2002</b>

**General Statement of Duties**

Serves as lead and participates in highly complex, comprehensive and multiple planning and community development projects and performs a variety of research and analysis activities related to a broad range of 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**

Provides guidance, assistance and training to Planning Technicians and support staff; may supervise professional planners and Planning Technicians.

**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 Senior Planner classification is distinguished from the Associate Planner classification by performing broad and complex duties requiring broad and in-depth planning knowledge and expertise with broad latitude for independent decision making.

**Essential Job Functions**

Serves as team or project leader on comprehensive and complex planning projects in the areas of land use (current and long-range); infrastructure; social services; public finance (system development charges, urban renewal); economic development; energy; research and analysis.

Performs research and provides technical assistance by collecting, analyzing, interpreting and summarizing information. Conducts economic and statistical analyses (cost-benefit, regression, descriptive statistics); analysis of trends (demographic, economic, environmental, regional); projections (employment, population, school enrollment); and evaluation (policy, process, project, program).

Participates in the development and implementation of operations policies, demonstration projects and program evaluation.

Develops work plans, prepares agendas, provides direction to staff team, facilitates meetings, tracks progress, monitors time lines and budget.

Integrates project team's work into final product; edits report(s) for form and content, negotiates timelines, secures resources, solves problems.

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 comprehensive planning projects; meets with representatives of local units of government, citizens, planning commissions and the like.

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 comprehensive planning efforts and activities.

### **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 or standing at a counter. Some travel is required to attend meetings.

**Knowledge, Skills, and Abilities**

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

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

Considerable knowledge of research methods and techniques, including statistical analysis.

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

Considerable knowledge of governmental practices and procedures related to transportation, zoning and land use, environmental and public works planning.

Considerable knowledge of local, state, and federal laws, regulations, policies and standards related to land use, the environment, transportation, economic development, public works and related areas.

Considerable knowledge of grant writing.

Knowledge of effective supervisory practices.

Knowledge of basic cartography and graphic design.

Ability to initiate, develop, and manage projects, contracts, budgets, and timelines.

Ability to manage multiple projects and tasks.

Ability to provide leadership and staff support to a variety of committees engaged in comprehensive 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, economics, or related field, plus five years progressively responsible professional 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 abilities required to perform the job.

### **Licenses, Certificates, and Other Requirements**

None.