



## POSITION DESCRIPTION

### Government Services Assistant Planner

Assistant Planner
EMPLOYEE NAME: _____
Position Title: Assistant Planner
Classification/Salary Range: Assistant Planner / EA Range 18
Division/Program: Government Services / Planning
Reports to: Program Manager
FLSA Status: Hourly, Non-Exempt, Overtime-eligible
Representation: Employees Association
Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed
Position Purpose
<p>The purpose of this position is to participate in planning and development projects and to perform a variety of research and analysis activities.</p> <p><b>Note:</b> Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.</p>
Position Essential Functions
<p>Participates as a team member on a variety of planning projects; performs research and technical assistance by collecting, analyzing, interpreting, and summarizing information, using research methods including literature review and telephone surveying; may serve as project lead.</p> <p>Provides staff support to committees; prepares agenda, proposes strategies, conducts feasibility studies and cost benefit analyses, designs mail survey</p>

instruments, and prepares status reports and other written materials.

Researches, analyzes, and evaluates legislation and state and federal policies affecting planning activities; prepares and presents findings in oral and written reports and presentations, 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 as needed.

Organizes and participates in public workshops to ensure 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 inter-agency and inter-governmental coordination and cooperation on planning projects.

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

Regular and on-time attendance.

Other duties as assigned.

### **Other Duties of Position**

Plans and conducts special assignments as directed by the supervisor.

Assists in preparing small city and district board staff notes, by preparing drafts using data files; interprets maps and verifies land uses in field.

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

Works with communities in developing economic development and public works projects eligible for EDA and other funding, including grant preparation, lobbying, and funding allocation tracking.

Commitment to working effectively and collaboratively with colleagues, members of the public, clients, and others from diverse backgrounds, in support of an inclusive and respectful environment.

## **Minimum Qualifications**

### **Education and Experience**

Bachelor's degree in urban, land use, or transportation planning, and one year of 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.

## **Knowledge, Skills & 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 basic cartography and graphic design.

Knowledge of computer applications related to planning activities, including spreadsheets, word processing, and database programs.

Knowledge of government 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 on 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. Ability to 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 and governments.

### **Signatures**

Employee signature and  
date \_\_\_\_\_

Manager signature and  
date \_\_\_\_\_

Human Resources signature and  
date \_\_\_\_\_