



POSITION DESCRIPTION

Government Services Associate Land Use Planner

Associate Land Use Planner
EMPLOYEE NAME: _____
Position Title: Associate Land Use Planner
Classification/Salary Range: Associate / EA Range 21
Division/Program: Government Services / Planning
Reports to: Program Manager
FLSA Status: Exempt, Not overtime-eligible
Representation: Employees Association
Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed
Position Purpose
Position Purpose: The primary functions of the Land Use Planning Program are supporting current and long-range land use planning project work as assigned (typically supporting state and federal grants, and local government projects). The Program provides staff expertise in permit review, code and plan amendments, and economic and other strategic planning. The position includes a balance of both current and long-range assignments. This position provides planning, data, and systems analysis services in these areas; secures and utilizes resources; produces maps, graphics, and reports; and represents the organization at various community, state, federal, and other agency meetings. The Associate Planner works under the Program Manager but also may work directly under the project and contract management of a Principal Planner and alongside a team of Senior, Associate, and Assistant Planners. They will often work with Transportation and Natural Resources Planners, Land Use Attorneys, and GIS Analysts.

Note: 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.

Position Essential Functions

Performs research and analysis of land use applications and other permitting processes consistent with Oregon Land Use Law and local policies and regulations. Communicates with client agencies, applicants, and referral entities to manage application progress. Prepares necessary notice, staff reports, and findings of fact.

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

Participates in the work of committees related to specialized planning projects.

Participates in program development and long-range planning including the development and implementation of policies, projects, and program evaluation.

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, staff, committees, and work groups, as needed.

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

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

May participate in regional planning and small city planning within Lane County and in other Counties, including presentations and facilitation in Planning Commission, City Council, and other formal committee meetings.

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).

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.

May perform fiscal monitoring and reporting of funding allocations, expenditures, and program activities related to the budget for projects and programs; prepares drafts of contracts, RFPs, and grant applications related to program area; administers contracts and monitors contract compliance.

May develop and maintain spreadsheets containing all vendor codes, many types of expenses, and formulas for allocation; allocates costs to proper accounts. May review bills for problems, over billings, and deviations. Opportunities for errors exist in several stages of the process. Must be able to recognize problems and make corrections in complex formulas and accounting; assures proper billing for services rendered.

Creates, updates, and maintains web pages and web sites of organization, projects, and programs.

Regular and on-time attendance.

Other duties as assigned.

Other Duties of Position

Plans and conducts special assignments as directed by the manager or the Principal Planner.

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:

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Bachelor's degree in urban, land use, natural resources, environmental science, or transportation planning, and three years' experience working on land use, transportation, natural resources, 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.

Other:

Familiarity with the Oregon land use planning and operations environments, and an ability and willingness to remain informed.

Education and/or experience with land use planning.

Must work well in collaborative teams within LCOG and with local agency partners.

Must be adaptive and work well within a range of team and leadership frameworks.

Commitment to working effectively with people from diverse backgrounds, in support of an inclusive and respectful environment.

Must write well, including preparation of web pages, planning documents, and presentations.

Knowledge and experience with Microsoft Excel, Access, Word, and other software required.

Knowledge and experience creating and maintaining web page content preferred.

Knowledge, Skills & Abilities

Excellent written and oral communication skills.

Ability to think creatively and respond to a changing environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Ability to organize, plan, and coordinate multiple tasks with attention to detail; handle multiple interruptions, maintain focus on tasks and produce accurate work.

Signatures

Employee signature and
date _____

Manager signature and
date _____

Human Resources signature and
date _____