



POSITION DESCRIPTION

Government Services Principal Planner

Principal Planner

EMPLOYEE NAME:

Position Title: Principal Planner

Classification/Salary Range: Principal Planner / EA Range 28

Division/Program: Government Services / Planning

Reports to: Program Manager or Division Director

FLSA Status: Exempt, Not eligible for overtime

Representation: Employees Association

Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed

Position Purpose

The position provides planning and data and systems analysis services in the areas of transportation, land use, infrastructure, and related areas; secures and utilizes resources; manages projects; administers grants; and represents the organization at various community, state, federal, and other agency meetings.

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

Manages assigned planning functions to achieve goals within budgeted funds and available personnel; reviews progress and makes changes in priorities and schedules as needed.

Establishes goals and objectives for program operations.

Coordinates and facilitates grant application processes including project design and development; prepares and submits grant applications; administers grant funded projects; designs, develops, and manages program evaluations.

Provides training and motivation to make full use of individual capabilities.

Establishes policies, procedures, and performance standards to assure efficient and effective planning services in compliance with LCOG guidelines, goals, and objectives.

Prepares project budgets based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.

Manages projects.

Provides technical advice and assistance to LCOG management and Council regarding planning and resource development issues. Acts as a resource to LCOG staff and the public for planning program and resource development policies and procedures.

Analyzes, recommends, and implements improvements to existing practices and procedures; monitors the status, performance and quality of on-going projects, systems, and services.

Performs research and provides technical assistance by collecting, analyzing, interpreting and summarizing information, using research methods including statistical analysis and scientific literature review.

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 transportation activities; presents findings in oral and written reports and presentations.

Prepares graphics for written reports and presentations; presents reports to elected and appointed officials, committees, and work groups, as needed; provides training as needed.

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

Develops grant applications and contracts with consultants.

Manages contracts and undertakes project management and reporting.

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

Other Duties of Position

Regular and on-time attendance.

Plans and conducts special assignments as directed by the manager.

Other duties as assigned.

Minimum Qualifications

Desire minimum 6+ years of experience with bachelor's degree OR equivalent with master's degree.

Ability to undertake evidence-based planning.

(For Transportation Planning, this may include in particular Transportation Safety Plans, Intelligent Transportation System/Operations (ITS/Ops) Plans, Long-Range Transportation System Plans (TSPs) and Regional Transportation Plans (RTPs).)

Working knowledge of MS Word and MS Excel.

Familiarity with the Oregon land use planning environment.

(For Transportation Planning, high degree of familiarity with Metropolitan Planning Organizations (MPOs) and their role in regional planning, and familiarity with the Oregon transportation planning and operations environment (including the Oregon Department of Transportation (ODOT) and the Oregon Metropolitan Planning Organization Consortium (OMPOC).)

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

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

Desirable to have familiarity with modelling fundamentals.

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 _____

8/2021