2022 Senior Planner Job Description
Date Prepared: May 16, 2022
Position Title: Senior Planner
Supervisor: Planning Official

Position Overview: Under the general supervision of the Planning Official, the Senior Planner performs a variety of routine and complex technical and professional work in the current planning program and long-range planning program of the city related to the development and implementation of land use plans and policies. Duties include responding to inquiries from the public; accepting and processing applications for administrative, ministerial, quasi-judicial, and legislative actions; making presentations to the Planning Commission and City Council; and participating in special long-range planning projects.

Qualifications:
1. Education - Bachelor’s degree in planning, landscape architecture, geography, or related field preferred. An equivalent of education and experience will be considered.
2. Experience - Three years of professional planning experience. Or sufficient experience to accomplish the duties of the position effectively and efficiently.
3. Equipment Used - personal computer and peripherals, printer, scanner, plotter, copy machine, digital recording device, FAX, postage meter, telephone, and automobile. Proficiency is Microsoft products including Outlook. An understanding of GIS programs and how to best use it for planning functions.
4. Knowledge of land use planning procedures, regulations, and processes.
5. The ability to establish effective working relationships.
6. Be a Notary or be able to become one.
7. Ability to read, understand, and effectively apply complex rules and regulations, including local ordinances and state statutes.
8. Ability to work in an efficient and timely manner to meet statutory timelines.
9. Effective use of oral and written communication in the performance of duties and responsibilities.
10. Ability to respond appropriately with difficult, uncomfortable, and controversial situations.
11. Ability to exercise independent judgment.
12. Ability to learn and implement city procedures, regulations, and requirements with respect to procurement, budget, safety, operations, and organization.

Job Duty Outline:
A. Provide information and assistance to the public, realtors, investors, lawyers, regulatory agencies, and elected officials on questions about a wide variety of land use issues, and other complex and sensitive information.
B. Review and issue zoning permits; coordinate with the Building Official to assure residential, commercial, and industrial development is following land use requirements; and review and approve land use compatibility statements for various State Agency permits including but not
limited to water right actions, environmental actions pertaining to air, water, or soil quality, and DOGAMI actions.

C. Process according to the requirements of the Development Code Type I through IV Decisions that would include reviewing submittals for completeness, accomplishing the required public notice to agencies and adjoining landowners, providing necessary review of the applicable standards in the form of a staff report, supporting any required or requested public hearing(s), and completing notices of decisions. Should a decision be appealed assure that it is handled according to Development Code provisions and is completed in a timely manner.

D. Manage the maintenance of the Transportation System Plan and its subplans, Comprehensive Plan, Development Code, and other plans and ordinances related to the Planning Program. Work with other staff to maintain the City of Boardman Municipal Code, particularly those sections that impact the Planning Program.

E. Complete preliminary plat review, assure planning requirements have been met. Compose necessary review letters. Coordinate the signing of partition plats and subdivisions in accordance with the Development Code.

F. Maintain the filing systems to assure organization of various planning records, including property files.

G. Have working knowledge of Code Enforcement regulations and program and assist in the enforcement of codes and plans.

H. Participate and attend various advisory or committee meetings as required or assigned.

I. Knowledge in provisions relating to addressing, street names, and street vacations from a land use planning perspective.

J. Be knowledgeable in the various Oregon Revised Statutes and Administrative Rules that would be applicable to the Planning Program.

K. Other duties of assigned.

**Working Environment:** The work environment characteristics described here are representative of those a planner encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

**Essential Job Functions:**

**Physical:** This work is performed mostly in an office setting and requires the ability to sit and talk, walk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on a regular basis and as much as 40 pounds occasionally to include such items as files, books, and office equipment. The employee must kneel, bend, stand, push, pull and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50 percent of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**Mental:** This position is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information, and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under challenging,
intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Successful candidate must be able to pass through credit and background check and security clearance before job commencement.

Approved  
Karen Pettigrew  5-24-22
Karen Pettigrew, City Manager  Date