

CITY OF ROCKAWAY BEACH, OREGON
POSITION CLASSIFICATION DESCRIPTION
CITY PLANNER

JOB TITLE: City Planner
DEPARTMENT: Administration
LOCATION: Rockaway Beach, Oregon
REPORTS TO: City Manager
JOB TYPE: Full-Time
STATUS: Exempt

SUMMARY:

The City Planner performs advanced professional planning work, managing all zoning, land use and floodplain development applications, ensuring compliance with the City's comprehensive plan, development code, and other regulations. Primary responsibilities include processing zoning permit applications, evaluating land use applications, preparing and presenting staff reports, drafting notices for public hearings, coordinating agendas for the Planning Commission, conducting long-range planning studies, and drafting updates and amendments to the development code and Comprehensive Plan. The City Planner serves as the community's Floodplain Development Administrator. Additionally, the City Planner performs research, analyzes information, plays a lead role in public outreach efforts, participates in policy development, and coordinates selected projects. The City Planner acts as a liaison between the City, County, regional partners, state and federal agencies, and the public, fostering collaboration to support the City's economic and community development goals.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

Under the supervision of the City Manager, the City Planner is a key member of the City's leadership team. The City Planner exercises initiative, supervisory and management responsibility for a variety of tasks critical to the administration of the City of Rockaway Beach, using independent judgment and discretion based on their specialized training and experience. The position requires handling of sensitive and confidential information.

ESSENTIAL JOB FUNCTIONS: *The following duties give a general example of the work requirements of this position. These examples are not meant to include all possible duties which the City Planner may be expected to perform.*

- Analyzes zoning permit applications, plan amendments and land use applications of a complex nature evaluating conformance with City policies and Land Use Ordinances.
- Prepares and presents staff reports and recommendations for the Planning Commission and City Council, and other committees as needed.
- Answers questions and provides information to the public regarding land use planning. Confers and works with a variety of professionals, agencies, and the public to reach agreement on acceptable zoning and floodplain development applications.
- Conducts long-range planning studies of complex land use issues to include Comprehensive Plan Updates and Economic Development Studies.

- Professionally represents the City of Rockaway Beach while attending meetings, conferences, public events or other gatherings.
- Investigates complaints and recommends corrective action as necessary to resolve land use code violations.
- Uses data to analyze impacts of short-term rentals.
- Identifies and works to secure planning-related grants and other funding sources.
- Plans and implements public engagement activities and other presentations, and creates attractive, easy-to-read graphics to communicate complex ideas effectively.
- Prepares and coordinates comprehensive reports and plans.
- Directs and coordinates department activities, advanced planning studies and projects with other City departments and public agencies.
- Gathers and analyzes data for comprehensive planning at the neighborhood and community level.
- Uses Geographical Information System (GIS) and other mapping software to effectuate planning goals and tasks.
- Coordinates Planning Commission involvement with City grant programs.
- Maintains communications and coordination with the City Manager, Council, applicable commissions, other agencies, co-workers and the public.
- Researches, analyzes and makes recommendations to the City Manager on a variety of topics as assigned.

Knowledge of:

- Principles and practices of land use planning.
- Governmental and legal practice and terminology as applied to municipal planning.
- Research methodology and statistical techniques, and the ability to apply both to planning issues, processes and programs.
- GIS systems and their application to planning tasks.
- Familiarity with engineering principles at City scale and at project scale.
- Public engagement techniques and processes.
- Supervisory and administrative principles and practices.

Skills and Ability to:

- Communicate effectively, both verbally and in writing, and make public presentations on complex planning issues.
- Perform research, compile and analyze data, and write and present clear and accurate reports on complex subjects. Review, modify and develop complex planning studies.
- Work proficiency in all Microsoft 365 business applications and related office software.
- Establish and maintain effective working relationships with public agencies, decision makers, developers, community members, and special interest groups. Work collaboratively as part of the City Leadership Team.
- Read, understand and interpret complex legal and regulatory information.
- Work with members of the public and City officials in a professional, consistent manner, exercising diplomacy and tact.
- Work independently and make decisions in accordance with established policies and procedures. Analyze and resolve problems in a logical and effective manner.
- Manage important and complex records.

- Follow written and oral instructions and organize and prioritize work to meet deadlines and demands of workloads with a minimum of supervision while maintaining accuracy and attention to detail.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in urban or regional planning, community development, business administration, public administration or a related field, and two (2) years government-related land use planning experience;
OR
- An equivalent combination of education and experience sufficient to successfully perform the essential functions of the job such as those listed above.

LICENSING REQUIREMENTS:

- Possession of a valid Oregon Driver's License – Class C with an acceptable driving record, or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.
- Ability to obtain floodplain management certification (CFM) within two years of hire.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the City Manager, who participates in the establishment of major objectives and reviews work for effectiveness and results obtained. Independence of action and self-motivation are stressed in the general performance of duties.

SUPERVISION EXERCISED:

The City Planner may supervise staff, contractors or consultants when assigned.

PHYSICAL AND SPECIAL REQUIREMENTS:

- While performing the duties of this position, the employee is frequently required to sit; communicate, both orally and in writing; reach and manipulate objects, tools, or controls; drive; stand; type; and perform long periods work using a computer; move throughout buildings and various sites.
- Duties involve moving materials weighing up to 40 pounds on an infrequent basis; manual dexterity and coordination are required over 50% of the work period.
- Regular evening meetings are required. Travel may be required to attend meetings, trainings, and site inspections.

PRE-EMPLOYMENT REQUIREMENTS:

Must demonstrate ability to perform essential functions. Offers of employment are subject to successful completion of a pre-employment background check and reference checking.