Position Description:  Planning Specialist  
Department: Planning & Land Use  
Reports To: Senior Planner  
Supervision Duties: No  
Employment Status: Non-Exempt  
Updated: September 2020

GENERAL DESCRIPTION

Assists in daily office work associated with the implementation and administration of Creswell’s Development Code and Zoning Ordinance and related planning rules, regulations and procedures; provides assistance to citizens by processing permit requests, assigning addresses, processing and issuing special event permits, support in processing sign permits, and responding to questions from the general public; provides limited technical and graphic/mapping support. Works with Code Enforcement.

The Planner is expected to apply considerable knowledge of land use and related rules, regulations, and procedures. Thorough knowledge of office procedures in performing research and making decisions necessary to review and approve routine land development permit applications typically classified as Type I and Type II land use decisions, and gathering data for use in the review of complex land use applications is also required.

Provides staff support to the Planning Commission. Attends Planning Commission meeting and keeps an accurate record of all proceedings of the Planning Commission.

Applies discretion to apply state law and the Oregon Administrative Rules, Oregon Revised Statutes, and regulations as codified in City ordinances. Individuals in this position are expected to prepare a variety of products for use in presentations, staff reports, or for the general public.

The duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.

ESSENTIAL FUNCTIONS

City of Creswell Core Competencies

An Employee of the City of Creswell is expected to:

1. Understand and promote all professional aspects of public service and conduct themselves in a manner which reflects positively on the City of Creswell
2. Work with elected officials in a respectful, humble and professional manner
3. Present a helpful, welcoming and open attitude to the public
4. Perform responsibilities in a manner that clearly shows effective communication and cooperation and that promotes an open exchange of information, respect, high ethical standards and professionalism.
5. Continue to develop their skills through training, reading and meeting with others so that they are able to meet the changing demands and perform the duties of their position.
6. Follow and enforce all safety rules and procedures, and contribute to the safety of co-workers and the general public.
7. Contribute effectively to the accomplishment of city goals, department objectives and activities.
8. Practice common courtesy and respect with fellow employees especially related to work
schedules, work load, coordination of time off and shared equipment areas.
9. Follow all rules, policies, procedures and laws.
10. Maintain work areas in a clean and orderly manner.

**Typical Duties**

The following list provides a description of the essential functions of the job; however, this list is
not all-inclusive:

1. Follows the established City policies and procedures at all times.
2. Maintains confidentiality of materials and conversations.
3. Provides land use planning regulation and application procedure information to the public
in person, by telephone and in writing.
4. Receives and logs a variety of permit applications and reviews them for completeness
and accuracy.
5. Evaluates permit applications to determine whether they meet criteria for approval;
approves permit applications, within assigned scope of authority, as appropriate.
6. Attends monthly Planning Commission meetings, prepares agendas and packets, takes
and transcribes minutes, attends related meetings and maintains appropriate records.
7. Prepares related graphs and illustrations to describe current and proposed land uses,
zoning or comprehensive plan designations.
8. Maintains the City’s TMDL program.
9. Updates and maintains office maps as needed.
10. Prepares and distributes required legal notice for land use decisions.
11. Enters data into computers and utilizes word processing software to prepare reports,
letters, and other documents; utilizes database software for land parcel reports, plans and
various planning documents; utilizes basic mapping technology (ARCO Online) in the
preparation of map products related to a variety of land use planning applications.
12. Maintains good communication with various media outlets and the public.
13. Assigns addresses according to adopted City ordinances, policies and procedures.
14. Must be able the work well with difficult and sometime verbally abusive customers.
15. Must follow all safety rules and procedures established for work areas.
16. Works relatively independently and is a good time manager.
17. Performs other work as may be required.

The above description covers the most significant duties performed, but does not include other
occasional work.
MINIMUM QUALIFICATIONS

Experience and Education

Associate’s Degree in planning, environmental science or a closely related field is preferred. Three years (3) of increasingly responsible experience, preferably in a municipal or regional planning office.

Additional education may substitute for office experience and additional planning-related office experience may substitute for college coursework.

Certifications and Licenses

Oregon Driver’s License

Skills, Knowledge and Abilities

1. Thorough knowledge of effective English usage and grammar, spelling and punctuation; general office practices and procedures and accurate file maintenance.
2. Skill in operating the following equipment: multi-line telephone system with voicemail, fax machine, copy machine, personal computers, printers and scanners.
3. Must have knowledge of the basic principles and practices of land use planning, terms used in legal descriptions of property, symbols and techniques used in cartography. Preferably, have knowledge of the laws relating to Oregon’s land use system and development permits.
4. Must have knowledge of basic mapping technology (ARCOntline) and its application in land use planning.
5. Ability to perform arithmetic computations accurately and quickly.
6. Ability to communicate effectively verbally and in writing.
7. Ability to establish effective working relationships with city employees, governmental agencies, land developers, surveyors, engineers, building contractors, and the general public.
8. Ability to work under pressure and/or with frequent interruptions.
9. Ability to use maps, land use data, and other planning materials. Ability to develop a considerable knowledge of City’s development codes and ordinances, and the City’s infrastructure system.

PHYSICAL/MENTAL DEMANDS

Physical demands may involve some lifting, carrying, pushing and or/pulling of objects and materials of moderate weight (up to 25 lbs.). Some tasks may require visual perception, oral communication ability and the ability to perceive and discriminate sounds. Employee must be able to work safely in a variety of indoor and outdoor environments.

WORKING CONDITIONS

Work is performed primarily in an office environment and involves sitting, standing, writing, talking and keyboarding. Some work may be performed out of doors on uneven surfaces and in inclement weather.