

# Associate Planner/**Community Development** **Project Manager**



**DEPARTMENT:** Community Development  
**DIVISION:** Planning  
**SUPERVISOR:** City Planner  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

## **POSITION SUMMARY**

Performs a variety of routine and complex administrative, technical, and professional work in the current and long-range planning programs of the city related to the development and implementation of land use and related municipal plans and policies. Assists with economic development programs, including Urban Renewal Agency projects, and activities.

## **SUPERVISION RECEIVED**

Works under the direct supervision and oversight, including day-to-day work assignments/tasks of the City Planner. Also, works under the general guidance and direction of the Community Development Director and Urban Renewal Administrator.

## **SUPERVISION EXERCISED**

~~This position has no supervisory responsibilities.~~ Has no direct supervisory responsibilities but may exercise general project specific oversight over temporary or technical staff as needed and assigned. Supports St. Helens Main Street staff as needed and assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Develops short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional planning and land use advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups, and the general public.
- Communicates official plans, policies, and procedures to staff and the general public.
- Coordinates and plans public information meetings and promotes local projects, including preparing appropriate exhibits, plans, and information.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Reviews design plans, specifications, bid documents, evaluates bids, makes bid award recommendations, and reviews contract pay requests.
- Participates in project budget administration, cost accounting, and scheduling.

- Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, park and open space, facilities, solid waste or other plans and codes to meet the City's needs and any intergovernmental agreements or requirements.
- Evaluates land use proposals for conformity to established plans and ordinances; evaluates land use proposals to ensure compliance with applicable City, State and/or Federal laws; evaluates proposals' development impact as they relate to the adopted plans of the City; and make recommendations.
- Approves shoreline development permits, sign permits, subdivision plats, boundary line adjustments, and land development proposals within scope of authority and responsibility.
- Coordinates with contractors, other departments and agencies, and other interested parties to solve construction difficulties and problems and makes adjustments in original designs as needed.
- Maintains accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.
- Provides support to the Planning Commission, Urban Renewal Agency, and Historic Landmarks Commission as needed and assigned.
- Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Serves when needed as a member of a planning task force composed of City, County or State groups.
- Prepares and administers, and writes grant applications components relating to geographies, maps, plats, site plans, etc. for projects identified in long-range planning documents.
- Assists with or directly manages projects and grants related to land use planning and ~~for~~ community development projects.
- Develops and maintains a database of information for planning purposes.
- Responds to local citizens inquiring about City planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants, as required.
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Performs other related duties as assigned.

## **PERIPHERAL DUTIES**

- Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans.
- Assists in designs for parks, streetscapes, landscapes, and other municipal projects.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Graduation from an accredited four-year college or university with a degree in land use planning, urban planning, landscape architecture or a closely related field; and
- b. ~~Four~~ Six years of progressively responsible professional experience in City, County or

Regional planning work, including grant application and community development project management; or

- c. Any equivalent combination of education and experience, with additional education substituting on a year-for-year basis for the required experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Thorough knowledge of applicable zoning laws and comprehensive plans including their information, process of adoption, and enforcement; extensive knowledge of planning programs and processes; working knowledge of personal computers and GIS applications.
- b. Skill in the area of drafting and designing; skill in the operation of the listed tools and equipment.
- c. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; ability to establish effective working relationships.
- d. Ability to review, oversee, and successfully manage grant and community development projects with time sensitive deadlines and cost-effective budgeting.
- e. Substantial knowledge of City and department operations, policies, and procedures.
- f. Substantial knowledge of pertinent Federal, State, and local laws, codes, and ordinances.

### **SPECIAL REQUIREMENTS**

- Valid state driver's license or ability to obtain one.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; tape measure.

### **PHYSICAL DEMANDS**

The 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to stand or walk. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

## EMPLOYEE ACKNOWLEDGMENT

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The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Associate Planner/Community Development Project Manager** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

\_\_\_\_\_  
Associate Planner/Community Development Project Manager

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

\_\_\_\_\_  
City Planner

\_\_\_\_\_  
Date