

**CITY OF SALEM
ASSOCIATE PLANNER**

00200

NATURE OF WORK

This is professional planning work.

Work involves conducting research, analysis, and presentation of data of a moderate to complex nature. Work assignments may be in city, county, regional, or human resource planning. Work is reviewed by a supervisor. This is not a full supervisory classification, but incumbents of this classification may be required to train others or provide work direction.

The work of this classification is distinguished from the Assistant Planner by the higher level of expertise required of the classification to perform professional planning work. The work of this classification is distinguished from the Senior Planner by the absence of supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Performs moderately complex assignments such as land use demographic or human resource surveys and neighborhood or community planning studies; assists in the preparation of comprehensive plans and action grant applications for city, county, regional, or human resource planning.

Prepares staff reports, policy analyses, and program proposals in areas such as land use planning, housing program development, annexation, zoning, and other related planning areas.

Evaluates existing community facilities, services, housing and transportation needs, and other social service needs.

Advises planning commission or committees on physical planning and human resource programs.

Analyzes, collects, tabulates, and interprets statistical data of a varied nature, applying standard statistical measurements.

Responds to public inquiries fostering understanding and interpreting the comprehensive plan, land use process, zone code, and specific area development and facility plans.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in planning including, as required in selected positions, experience in area of specialty; graduation from a four year college or university with major course work in planning or area of specialty;

or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of the principles and procedures of professional urban planning.

Considerable knowledge of research and analytical methodology and statistical techniques.

Considerable knowledge of specific subject areas which have application to city, county, regional, or human resource planning.

Knowledge of modern office procedures and equipment.

Skill in the use of a variety of modern office equipment including personal computers.

Considerable ability to work effectively with others.

Considerable ability to present technical information to a lay audience effectively, both orally and in writing.

Ability to select proper research methodology as applied to planing issues.

Ability to present research findings effectively.

Ability to initiate action and complete work with minimal supervision.

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet the City's driving standards.

Work is performed in an office setting during regular business hours with infrequent evening meetings. Work involves utilizing a variety of maps, regulations, computer generated information. Sufficient mental concentration to evaluate materials, draw conclusions and communicate conclusions both in writing and via telephone or in person to the general public. Work involves adjusting to changing priorities, interruptions, and meeting deadlines.

Personnel Director