

**CITY OF SALEM
ASSISTANT PLANNER**

00198

NATURE OF WORK

This is professional planning work at the entry level.

Work involves conducting research, analysis, and presentation of data of limited complexity. Work assignments may be in city, county, regional, or human resource planning. Work is performed under close supervision with opportunity for more independence of action, as experience is gained. This is not a full supervisory classification, but work direction or training may be provided to others.

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.)

Gathers, selects, and compiles data which describe the current status of land use, transportation, and human resource systems for use in planning.

Performs research of property deeds and titles to prepare written reports on zoning applications, adjustments, variances, or modifications to Zoning Code.

Responds to public inquiries and public agency requests; attends and presents information to Planning Commission, Hearings Officer, City Council, and citizen groups.

Perform other related work as required.

WORK QUALIFICATIONS

Graduation from a four year college or university with major course work in planning or area of specialist; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Knowledge of the principles and procedures of professional urban planning.

Knowledge of research and analytical methodology and statistical techniques.

Knowledge of modern office procedures and equipment.

Knowledge of the area of specialty or ability to rapidly acquire such knowledge.

Considerable ability to work effectively with others.

Ability to select proper research methodology and to apply it to planning issues.

Ability to present research findings effectively.

Ability to initiate action and complete work with minimum of supervision.

Ability to speak clearly and concisely; make presentations before public meetings and hearings.

Ability to acquire a working knowledge of zoning, sub-division codes, and land use issues within probationary period.

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 primarily 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