



CLASSIFICATION NO. 311
Revised: 6/79, 12/90
FLSA: Non-Exempt
EEO: 5

PLANNER 1

CLASS CHARACTERISTICS

Under supervision, to perform basic research, analysis, and evaluations of proposals that concern the physical, environmental and economic conditions of Clackamas County; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Planning and Economic Development Division is responsible for developing, implementing, and maintaining public planning policies and programs to manage land use, marketing, transportation, and economic growth within the County.

The Planner classification series is primarily oriented to researching, analyzing, evaluating, presenting, and facilitating proposals which concern the physical, environmental, and economic conditions of the County.

The Planner 1 classification is an entry-level professional position. Incumbents perform broad generalist work in a specific functional area; some assignments may include, on a limited basis, tasks at the Planner 2 level for the purpose of gaining the experience and knowledge required for advancement. This classification differs from the journey-level Planner 2 which has responsibility for more complex assignments and works with greater independence.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assists in the preparation of planning studies of human, physical, natural, economic and government resources; assists in the presentation of studies and reports before the Planning Commission, community planning organizations and public hearings.
2. Assists in the preparation of comprehensive land use and zoning plans; analyzes economic, population density and housing programs to ensure compliance with County and state-mandated land use goals.
3. Collects data and provides analysis of information for special projects in such areas as economic development, community development, transportation or energy.
4. Develops preliminary layouts, maps, charts, graphs and other visual aids to be used in making presentations to the County Planning commission, community groups and other staff.

5. Reviews and processes building, septic or moving permits to ensure completeness and compliance with applicable regulations.
6. Investigates alleged zoning violations, conducts field work, prepares correspondence and refers matters to the Board of County Commissioners for appropriate action.
7. Provides information to the public and agencies regarding the policies and procedures of the Planning and Economic Development Division, either in person, by phone or in writing.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic math and statistical methods; English grammar and composition.

Some knowledge of: Principles, methods and procedures of city, county, regional and statewide planning; environmental, social, economic, and legal issues related to county planning and development; visual communication principles.

Skill to: Communicate effectively, both orally and in writing; conduct research, analyze data, and make recommendations; apply appropriate laws, regulations, and codes; write clear and concise reports; prepare simple maps, charts, and other graphic materials; maintain effective working relationships with the public and County personnel.

WORKING CONDITIONS

Some positions require occasional duties in the field that may require walking, twisting, balancing, and involve exposure to inclement weather, noise, and slippery and/or uneven terrain.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 10/16