



<b>WORKING TITLE:</b> ASSOCIATE PLANNER/GIS ANALYST I	<b>CLASSIFICATION:</b> ASSOCIATE PLANNER/GIS ANALYST I
<b>DEPARTMENT:</b> PLANNING	<b>DIVISION:</b> PLANNING
<b>PAY RANGE:</b> OPEU 20	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JANUARY 2020

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs professional current and long-range planning in addition to performing GIS analysis and data management.

Associate Planner duties: Responsible for interpreting, developing and enforcing state and county land use laws, administrative rules, and ordinances. Work involves a variety of technical and analytical functions relating to city and county comprehensive land use plans, land use permit applications, and policies and procedures adopted by the planning commission and the board of commissioners. Assignments are both routine and on a special project basis requiring independent judgment and decision-making. An Associate Planner is distinguished from an Assistant Planner by the amount of non-routine and technical level work performed and the amount of independent decision-making exercised. Work may involve occasional travel into the field to review sites for land use permit applications.

GIS Analyst duties: Performs cartographic drafting work with varying degrees of complexity. Update and manage address GIS data for residences, commercial locations, and industrial sites, as needed. Prepare address maps using proper cartographic techniques and periodically review addressing maps for accuracy. Coordinates with Mid-Willamette Council of Governments (MWVCOG), participating County Departments, and other GIS vendors regarding the management of the Yamhill County GIS web map. Administers and curates GIS data including Department geodatabases and shapefiles used for data analysis and county cartography projects. Prepare and deliver GIS data to members of the public, private entities, as well as local, state, and federal agencies.

***SUPERVISION RECEIVED:***

Works under the supervision of a Senior Planner, Planning Division Manager, or the Director of Planning and Development who assigns and reviews work for accuracy and neatness.

***SUPERVISION EXERCISED:***

Supervision is not a responsibility of positions in this class.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Drafts and participates in negotiations of growth management agreements between the county and municipalities.
- Reviews and processes various land use permit applications such as; Conditional uses, variances, zoning changes and land partitions.
- Accepts application fees; researches and examines legal records pertaining to the property.
- Reviews soil and topographic maps.
- Conducts field reviews, as needed, checking sites for required setbacks and road access.
- Prepares written reports with recommended actions on applications.
- Reviews and comments on building permit applications, checks plot plans and sketches for conformance with zoning regulations.
- Assists municipalities in writing grant applications and preparing annual reports for the Oregon Department of Land Conservation and Development, and other state and federal agencies.
- Reviews and comments on the comprehensive land use plans of cities within Yamhill County for compliance with the Oregon Land Conservation and Development Commission's goals and guidelines.
- Works with municipalities in making revisions to their comprehensive plan and implementing ordinances.
- Serves as a liaison between DLCDC and Yamhill County and municipalities; comments on proposed DLCDC policies and LCDC administrative rules.
- Participates with officials of municipalities in preparing comprehensive land use plans for their jurisdiction including drafting implementing ordinances, developing urban growth boundaries, presenting comprehensive plans before LCDC for acknowledgment, and updating and revising plans as needed.
- Performs technical planning work such as compiling land use inventories.
- Staffs assigned commissions and advisory committees; prepares and presents reports on planning issues with recommendations for decision-making.
- Responds to and investigates alleged violation of land use ordinances; prepares written reports of findings with recommended action to be taken.
- Responds to questions, concerns, and complaints from the public regarding land use statutes, administrative rules, ordinances, and regulations.
- Prepares and periodically review map documents, using proper cartographic techniques and best practices, for the Planning Department and other County Departments.
- Creates and actively manages GIS shapefiles and geodatabases using database management best practices.
- Creates geospatially accurate GIS shapefiles and geodatabases and periodically reviews GIS data for accuracy and completeness.
- Reviews and processes various land use permit applications such as; conditional uses, variances, zoning changes and land partitions.
- Reads land use decisions and ensures that land use actions with a geospatial reference (i.e., zone changes, comprehensive plan amendments, designation of a limited use overlay, etc.) are incorporated into the Planning Department GIS geodatabase and accurately mapped, using proper cartographic and geospatial techniques and best practices.

- Assists the public with GIS data delivery.
- Provides basic troubleshooting and guidance to the public regarding the access and use of the County GIS web map service.
- Performs other related duties as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Modern land use principles and practices.
- Oregon land use statutes, administrative rules, and case law.
- Grant applications.
- Best cartographic practices.
- Geodatabase creation, organization, and management best practices.
- Basic understanding of geospatial and geodesic concepts.
- Basic understanding of GIS data creation and management techniques and best practices.

#### **SKILL IN:**

- Performing research; compiling and analyzing technical data.
- Communicating effectively, both orally and in writing.
- Organizing, drafting, and revising comprehensive land use plans.
- Working independently and as part of a team.
- GIS and/or CAD software packages, preferably ArcGIS version 10.0 and later.
- Drafting and interpreting maps.
- Communicating effectively, both orally and in writing.

#### **ABILITY TO:**

- Perform research, compile and analyze technical data.
- Prepare and present clear and concise staff reports.
- Read, comprehend, and interpret land use statutes and administrative rules, and county land use ordinances and to uniformly apply laws, ordinances and regulations to individual applications.
- Express ideas and convey information effectively both orally and in writing.
- Organize, draft, and revise comprehensive land use plans and related implementing ordinances in accordance with local needs and state requirements.
- Interact with state and local government officials and the public in a courteous and tactful manner.
- Work independently within established policies and procedures.
- Establish and maintain effective working relationships with supervisors, co-workers, other county employees, public and private officials, and the public. Organize, draft, and revise map documents.
- Perform research, compile and analyze GIS data.
- Work effectively independently and as part of a team.
- Prepare and present clear and cartographically sound map documents.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Two years' experience at a level equivalent to an Assistant Planner and two years' experience working as a Cartographer, GIS Analyst, or similar work experience with ArcGIS, AutoCAD, or other cartographic software. Bachelor's degree in planning, geography, or a related field from an accredited school. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands 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.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*