

Assistant Planner – City of Hood River, Oregon (pop. 7,955) is accepting applications for one full-time Planning Position. Work in the heart of the Columbia River Gorge as part of the city's land use planning team. The City offers full benefits, PERS retirement, medical and dental coverage, paid leave time etc. Salary range: \$45,217 – 55,612, new hires typically start at the entry wage.

Application instructions and full position description may be obtained from the City of Hood River website: ci.hood-river.or.us/opportunities or at Hood River City Hall, 211 2nd Street, Hood River, OR. Call 541-387-5217 for more information. EOE/AA The application period is open until filled, with first review date on June 28th, 2018



CITY OF HOOD RIVER

PLANNING DEPARTMENT

211 Second St., Hood River, OR 97031 Phone: (541) 387-5210

Job Description Assistant Planner

Department: Planning
Reports to: Planning Director
Classification: Permanent, Full time, Non-represented, Non-exempt
Salary Scale: Grade C

Purpose of Job

The Assistant Planner provides general administrative and technical support to the Planning Department. The position will serve as the initial point of contact for the Planning Department, will prepare public notices and agency referrals, address customer service issues, and respond to development related inquiries. The position will also provide backup to for general lobby customer service and will attend Planning Commission meetings for the purpose of preparing meeting minutes. Additionally the position performs a variety of routine and complex technical and professional work in the current and/or long range planning of the city, implements land use regulations, and processes various licenses and building permits.

Detailed Job Responsibilities

Administrative Support

- Develops, formats, copies, distributes, files and retrieves correspondence, reports and documents
- Performs highly detailed work on multiple, concurrent tasks and interprets technical regulations and instructions
- Assists with scheduling meetings, and coordinating attendees
- Maintains accurate application files throughout the land use review process
- Writes general correspondence
- Assists in creating and maintaining various data bases for Planning Department purposes
- Prepares and mails or posts legal notices for public meetings, hearings and land use actions
- Updates the Planning Webpage
- Forms and maintains working partnerships with co-workers and supervisors
- Other related planning administrative work as assigned

Customer Service

- Acts as initial point of contact for the public in person, via email and on the telephone with courtesy and respect
- Ensures that policies and procedures are followed in the receipt, routing and processing of permit applications.
- Provides general zoning and related code information and application forms to permit applicants and the general public, and provides guidance in filling out various permit applications and forms, assisting applicants in the permitting process.
- Explains Planning Department terminology to customers
- Responds to or ensures routing of inquiries, requests for services and required forms in a timely manner
- Assists other City Hall administrative staff by taking routine payments for utility bills, parking permits, parking citations, & city fines
- Forms and maintains working partnerships with the public and partnering agencies
- Effectively communicates with a variety of different personalities

Planning Commission Meetings

- Attends evening meetings approximately twice a month for the purpose of preparing meeting minutes
- Produces accurate, complete minutes in a timely manner

Technical Planning Duties

- Assists in the development of 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
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.
- Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City, evaluates proposals for completeness and makes recommendations.
- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans
- Reviews and processes nondiscretionary applications, including but not limited to: building permits, minor partitions, boundary adjustments, home occupations and short-term rentals.
- Assists in the development of 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

Short-term Rental Program

- Assists applicants in understanding short-term rental regulations and application processes
- Reviews and processes license applications and license renewals, requesting assistance when needed
- Monitors for license compliance and initiates warning letters and citations with code enforcement staff

Peripheral Duties

- Serves as a member of various staff committees as assigned
- Serves, when assigned, as a member of a planning task force composed of local, county, or state groups
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning

Qualifications

Applicant must have an associate's degree with experience in customer service while maintaining office, clerical or administrative responsibilities, land-use planning, urban planning, landscape architecture, public administration, or a closely related field having technical requirements. Knowledge of the Oregon Land Use System, zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Knowledge of building administration. Must have confident understanding and experience with Microsoft Word, Excel, Outlook, Power Point, scan/copy machines and general office equipment. Map viewer/GIS familiarity is preferred; as is Spanish/English translation. 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. Valid State Driver's License, or ability to obtain one.

Work Environment and Physical Demands

This work space is in a busy public building. There are distractions of other employees and various interactions with customers. Requires the ability to sit in an open work space and maintain focus. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The physical demands are representative of those in an office setting with the work station at a desk. The employee is regularly required to sit, stand, use hands to finger, reach with arms, talk and hear. Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move object. Specific vision abilities required include close vision and the ability to adjust focus.

Requires regular attendance and punctual employee presence. Incumbents may be required to work overtime and travel for training.

The City of Hood River is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hood River will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

EMPLOYMENT APPLICATION

CITY OF HOOD RIVER

Received: _____

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.**JOB INFORMATION**

* POSITION TITLE:

PERSONAL INFORMATION

* FIRST NAME

MIDDLE INITIAL

* LAST NAME

* ADDRESS

* CITY

* STATE

* ZIP

HOME PHONE

ALTERNATE PHONE

* EMAIL ADDRESS

* WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? EMAIL PAPER PHONE**EDUCATION**

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:

 Some High School Some College Associate's Degree Master's Degree High School Technical College Bachelor's Degree Doctorate**HIGH SCHOOL EDUCATION**DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES NO IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7 8 9 10 11 12

SCHOOL NAME

CITY

STATE

COLLEGE/UNIVERSITY EDUCATION

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO SEMESTER QUARTER
OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO SEMESTER QUARTER
OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO SEMESTER QUARTER
OF UNITS COMPLETED:

MAJOR

DRIVER'S LICENSE INFORMATION* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES NO

STATE WHERE ISSUED

CLASS

CERTIFICATES & LICENSES

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE (MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE (MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

WORK HISTORY

DATES From	To	EMPLOYER	POSITION TITLE	
ADDRESS		CITY		STATE
COMPANY WEBSITE		PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK			MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

DATES From	To	EMPLOYER	POSITION TITLE	
ADDRESS		CITY		STATE
COMPANY WEBSITE		PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK			MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

WORK HISTORY

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

SKILLS**OFFICE SKILLS**

TYPING (NET WORDS PER MINUTE)

DATA ENTRY (NET WORDS PER MINUTE)

OTHER SKILLS

SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)

LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT IN

LANGUAGE

 SPEAK READ WRITE

LANGUAGE

 SPEAK READ WRITE**EMPLOYMENT OBJECTIVE****ADDITIONAL INFORMATION**

Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous

ATTACHMENTS

Please list any attachments you are including with your application.

Signature Verbiage

I hereby certify that I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application.

I certify that all the information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments or supporting documents may result in denial of employment or immediate termination.

I understand that an in-depth background check may be conducted prior to employment with City of Hood River. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, and contact with previous employers and references in order to determine suitability for employment and ability to qualify for employment with City of Hood River.

I authorize representatives of City of Hood River to contact the employers and references listed in this application (or otherwise provided by me), except as otherwise indicated, and any other person as developed through these contacts in order to determine my suitability for employment. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand that if hired, either the City of Hood River or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without advance notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I understand that this completed application is the property of City of Hood River and will not be returned. I understand that I must notify the Human Resources department at City of Hood River of any changes in my name, address, or phone number.

I have read and understand the above information.

X

SIGNATURE OF APPLICANT

DATE

SUPPLEMENTAL QUESTIONS

The purpose of the following questions is to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies. The information obtained also includes additional job related information, such as your preference of work hours and locations, to better evaluate you for the position for which you are applying.

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

* MONTH/DAY OF BIRTH:
EXCLUDE YEAR

*1. IN ADDITION TO THE "OTHER NAME" YOU MAY HAVE ALREADY PROVIDED, ARE THERE ADDITIONAL NAMES YOU HAVE WORKED OR ATTEND SCHOOL UNDER? IF SO, UNDER WHAT NAME(S)? IF YOU HAVE NEVER WORKED OR ATTENDED SCHOOL UNDER ANOTHER NAME, PLEASE ENTER "NA."
 NA

*2. DATE YOU ARE AVAILABLE TO START.

*3. PLEASE INDICATE WHICH HOURS YOU ARE WILLING TO WORK: (CHECK ALL THAT APPLY)

FULL TIME PART TIME TEMPORARY FULL TIME TEMPORARY PART TIME VOLUNTEER INTERNSHIP

IF YOU MARKED THAT YOU ARE NOT AVAILABLE FOR ALL HOURS OR DAYS, YOU ARE WELCOME TO PROVIDE AN EXPLANATION.

* 4. HOW DID YOU LEARN ABOUT OUR JOB OPENING? (PLEASE CHECK ALL THAT APPLY)

- CAREERBUILDER.COM
- CRAIGSLIST.COM
- DICE.COM
- GOVERNMENT FINANCE OFFICERS
- GOVERNMENTJOBS.COM
- CITYOF HOOD RIVER WEBSITE
- OREGON CPCU SOCIETY
- OREGON EMPLOYMENT DEPARTMENT
- OREGON MUNICIPAL FINANCE OFFICERS
- OREGON PRIMA
- OREGONIAN NEWSPAPER
- OREGONIAN ON-LINE
- STATEMAN JOURNAL NEWSPAPER
- UNDERWRITINGJOBS.COM
- OTHER _____

*5. HAVE YOU PREVIOUSLY WORKED FOR THE CITY OF HOOD RIVER?

- YES
- NO

*6. This is a voluntary question; however, if you are interested in veterans hiring considerations, we will need to know your veteran's status. Do you meet the definition of a veteran? A veteran is defined as: (1) A veteran must have served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning January 31, 1955 or 178 consecutive days beginning after January 31, 1955, and have been discharged under honorable conditions; or (2) A veteran must have served on active duty with the Armed Forces of the United States for 178 days or less and have been discharged under honorable conditions because of a service-connected disability (disabled veteran); or (3) A veteran must have served on active duty with the Armed Forces of the United States for at least one day in a combat zone and have been discharged under honorable conditions; or (4) A veteran must have received a qualifying military decoration for service in the Armed Forces of the United States; or (5) Be receiving a nonservice-connected pension from the US Dept. of Veterans Affairs. A veteran may submit his/her Certificate of Release or Discharge from Active Duty (a federal DD form 214 or 215) with his/her application for employment.

- YES
- NO

* 7. This is a voluntary question; however, if you are interested in disabled veterans hiring considerations, we will need to know your veteran's status. The definition of a disabled veteran is: (1) Entitled to disability compensation under laws administered by the US Dept. of Veterans Affairs; or (2) Discharged or released from active duty for a disability incurred or aggravated in the line of duty; or (3) Awarded the Purple Heart for wounds received in combat. A disabled veteran may submit a copy of his/her veteran's disability preference letter from the U.S. Department of Veterans Affairs.

- YES
- NO