City of Bandon

JOB DESCRIPTION

Job Title: Planning Technician
Classification: “Planning Assistant”
Department: Planning
Shift: Regular Full-time (40 Hours), with occasional night meetings
Reports to: Planning Manager
FLSA Status: Non-Exempt, union representation by IBEW

ABOUT THE CITY OF BANDON

Bandon is located on the southern coast of Oregon, about two hours north of the California border and two hours east of Roseburg. A city of about 3,500, Bandon’s robust regional economy provides many local amenities, including Old Town Bandon, Bandon Dunes Golf Resort, Whiskey Run Bike Trails, and the annual Cranberry and Gorse Blossom Festivals. In addition to year-round recreation, Bandon is home to numerous scenic protected areas and State Parks and world-renowned beaches. Whether you live, work, or play here, Bandon is a fantastic spot to call home.

The City of Bandon is proud to be an Equal Opportunity Employer and supports the Americans with Disabilities Amendments Act (ADAAA) and Oregon Equal Pay Act. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, or any legally protected status. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY

The position of Planning Technician is responsible for a wide variety of complex and confidential administrative and technical duties in support of the City Planning Department. The Planning Technician is typically the first point of contact with the public, with primary functions including intake of applications, explaining codes, policies, standards, fees, and procedures related to zoning and development, investigating zoning violations and coordinating with the Code Compliance Officer for resolution, and logging and tracking applications. Other duties include:

- Analyze and apply the Bandon Municipal Code for simple development proposals. Coordinate internal and external comment requests with other departments and agencies as required for certain projects.
- Receive and review other planning related applications, including special events permits, temporary signs, floodplain development permits.
- Provide information and assistance to citizens, project applicants, developers, architects, engineers, and internal staff regarding questions on zoning, land use, current and long-range planning, signage, and/or other related issues.
- Schedule, prepare, and distribute planning materials to appropriate individuals involved in Planning Commission, Parks and Recreation Commission and/or other related meetings.
- Prepare and publish mailings and notices for public meetings and final decisions of the Planning Commission and the Planning Department.
- Occasionally participate in pre-application meetings or other planning-related meetings for less complex planning projects.
- Organize and maintain departmental case files and related materials.
- Performs other duties of a similar nature or level.
- May perform field inspections and assist with Code Compliance efforts.
QUALIFICATIONS & SKILLS

Minimum qualifications: Strong verbal and written communication skills and an innate ability to work well with others required. A qualified applicant shall perform position duties in a manner that promotes good customer service and fosters positive working relationships with co-workers and the public. Above average knowledge of general office practices and procedures, with an ability to utilize a computer for word processing, spreadsheet preparation, and electronic communication. Ability to exercise sound, independent judgement with moderate supervision. Any satisfactory equivalent combination of education, training, and experience that demonstrates knowledge, skills, and abilities to perform the duties of the job required will be accepted.

Desirable qualifications: Graduation from a four-year college in a related field. Knowledge of land use planning practices and procedures, experience with Microsoft Office, Adobe Acrobat Pro, and ESRI ArcGIS, ability to read and interpret maps, site plans, and construction drawings. Skills related to conflict resolution, problem solving, and/or diplomacy preferred.

MENTAL AND PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to sit for long periods, to reach for and manipulate objects, tools, or controls. The position may require walking outdoors. Duties involve moving materials weighing up to 10 pounds, and occasionally weighing up to 20 pounds. Manual dexterity and coordination are required to operate office equipment. The employee will be working in usual office conditions, though field visits and external meetings may be necessary at times. The employee will utilize a computer, telephone, and a variety of other office equipment. The noise level in the work environment is usually low to moderate.

This position will continuously require use of the employee’s interpersonal skills, reasoning and decision-making abilities, comprehension of the English language (verbal and written), timeliness, attention to detail, accuracy, and organization. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Frequently, the employee will need to exercise basic math, creativity, and research skills. Presentation, mentoring, technical writing, and more advanced computer skills may be occasionally requested.

COMPENSATION PACKAGE

Starting salary is $15.16-$21.80/hour (DOQ) based on the Planning Assistant classification. New employees hired between July 1st and December 31st shall receive a wage increase after six months of employment and from that point forward they shall receive their increases July 1st of each year. New employees hired between January 1st and June 30th shall receive their first increase at six months, receive their next increase at one year from their hire date and from that point forward they shall receive their increases July 1st of each year.

The City of Bandon offers an attractive benefit package, including:

- **Retirement:** The City of Bandon pays both the employer’s and employee’s contribution into the Oregon Public Employees System (PERS). In addition to PERS, the City pays into Social Security.
- **Insurance:** The City pays 100% of insurance premiums for the employee and their eligible dependents. The insurance package includes medical, dental, and vision coverage through Regence.
- **Annual Leave:** Employees enjoy 12 paid holidays per year, in addition to floating holidays, vacation leave (6.67 hours per month) and sick leave (8 hours per month).
- **Additional Benefits:** Union representation through IBEW Clerical bargaining unit, deferred compensation options, employee assistance program, optional supplemental insurance through Aflac and The Hartford.