



Job Opportunity
Planning Technician

Salary Range \$44,633 - \$53,294 Plus Excellent Benefits

Planning Technician Position

The Technician supports the Planning Commission and the City's code enforcement program and undergoes continual training to serve as Interim City Planner in the absence of the City Planner. The position may also be required to fulfill certain day-to-day City Planner responsibilities as needed. This position maintains a high level of visibility internally and externally and requires excellent interpersonal, organizational, and verbal/written communication skills. Planning Technician provides administrative, program, and project assistance to the City Planner.

Complete job descriptions, requirements and applications may be picked up at Tillamook City Hall, 210 Laurel Avenue, Tillamook, OR between 7:30 a.m. and 5:30 p.m., Monday-Thursday, or go to www.tillamookor.gov/jobs for the announcement, job description and application. A resume is required. Questions: Call Human Resources at (503) 374-1828. Position recruitment will remain open until filled. EOE. Emailed applications are accepted at humanresources@tillamookor.gov

JOB DESCRIPTION

JOB TITLE:	Planning Technician	FLSA:	Non-Exempt (Hourly)
DEPARTMENT:	Planning	CLASSIFICATION:	Confidential
REPORTS TO:	City Planner	SALARY GRADE:	\$44,633 - \$53,294
LOCATION:	City Hall 210 Laurel Ave. Tillamook, OR 97141	BENEFITS:	Eligible

PURPOSE OF POSITION:

The City of Tillamook takes great pride in working hard to fulfill its Mission Statement which is to “Continue working for a safe, livable, and economically viable community that promotes managed growth while maintaining small-town values.” This position supports the Mission of the city by supporting the planning program to ensure that state and local goals are met. The Planning Technician applies permitting processes to ensure all development supports the city’s goals and Mission; supports the City Planner in developing processes, regulations, and plans; and acts as permit counter customer service.

The Technician also supports the Planning Commission and the City’s code enforcement program and undergoes continual training to serve as Interim City Planner in the absence of the City Planner. The position may also be required to fulfill certain day-to-day City Planner responsibilities as needed. This position maintains a high level of visibility internally and externally and requires excellent interpersonal, organizational, and verbal/written communication skills. Planning Technician provides administrative, program, and project assistance to the City Planner.

ESSENTIAL JOB FUNCTIONS:

- Provide typical planning counter services, including responding to inquiries by phone, email, or in person.
- Support Code Enforcement Officer actions with the Tillamook Police Department. Identify violations, supply applicable ordinances for violations, and prepare warning notices as needed.
- Review land use regulations and apply consistently to all development proposals. Apply standard processes to ensure predictable and equitable outcomes for applicants and the public.
- Calculate and provide estimated fees for developments, including land use, permitting, community development, and system development fees and charges.
- Take land use, permitting, community development, and system development fees and charges by check or card. Manage receipts and track payments in line with City policy.
- Support Pre-Application Conferences through the Technical Advisory Committee to ensure that applicants are prepared for any foreseeable issues in their proposals. Keep records of Pre-Application Conference outcomes and follow-ups.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION. CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY EMPLOYER.



- Intake and provide initial review for all ministerial reviews for zoning, land use, and other permits, including Zoning Clearance Permits, Sign Permits, Special Use Permits, etc.
- Support floodplain management processes, including flood hazard development permitting, Community Rating System annual reviews, issuing floodplain determinations, etc.
- Intake and provide initial review for applications for all administrative, quasi-judicial, and legislative reviews involving land use, including Site Plan Reviews, Conditional Use Permits, Variances, Land Divisions, Zoning Ordinance Amendments, Appeals, etc.
- Prepare and mail notices for administrative decisions and public hearings.
- Provide background research for Comprehensive Plan and Zoning Code amendments as needed.
- Provide staff support to the Planning Commission in all meetings. Prepare Minutes and Agendas for monthly meetings.
- Represent the City on the Tillamook County Housing Commission. Prepare monthly reports on Commission business for both Planning Commission and City Council.
- Coordinate planning activities with other City departments and outside agencies. Planning activities may include but are not limited to: permitting, land use reviews, code enforcement, grant applications, special events, and plan and ordinance amendments.
- Explain basic regulations and other land use issues to the public.
- Support various projects and programs for the Planning Department.
- Maintain Planning records, including paper, internal servers, City Website, Intranet, GIS systems, and other resources related to the Planning Department.
- Responsible for assisting the City Planning in organizing and ensuring that all Planning Department records are in compliance with all City policy and laws and all State laws and regulations including the State's Record Retention Schedule.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Develop further proficiencies as part of succession planning.
- Perform other job responsibilities as assigned by the City Planner.

KNOWLEDGE, SKILLS, & ABILITIES:

- General understanding of land use and community development laws, practices, and principles, as well as their application.
- Ability to perform basic calculations.
- Ability to organize, file and maintain accurate records.
- Ability to perform paraprofessional, technical, and analytical work involving the use of independent judgment, professional versatility, and personal initiative.
- Ability to compose routine correspondence.
- Ability to take and transcribe minutes of meetings.
- Ability to work cooperatively with staff and outside agencies; represent the city in a professional manner to clients and the general public; and communicate effectively, both orally and in writing.
- Ability to analyze situations carefully and adopt effective courses of action; maintain confidential data and information.

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- Ability to independently prepare correspondence, reports, presentations, and memoranda; operate a variety of modern office equipment including related software, social media applications, websites, and intranet sites.
- Ability to apply operating methods and procedures and adjust as needed.
- Ability to establish and maintain effective working relationships with other staff, management, vendors, outside agencies, community groups and the general public.
- Ability to maintain confidentiality and communicate with tact and diplomacy.
- Knowledge of government policies specifically related to land use, planning, community development, and code enforcement or the ability and desire to learn in these areas.
- Knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to manage own time. Assessing performance of processes, programs, and other areas in the organization to make recommendations for improvement and streamlining.
- Ability to apply effective administrative and management of programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.
- Excellent ability to communicate, orally and in writing, ideas, and proposals effectively to diverse audiences to include presenting a wide variety of related public relation materials. Excellent ability to synthesize and clearly articulate information and ideas presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.

JOB EXPECTATIONS:

- Work typically 40 hours per week on Monday through Thursday between the hours of 7:30 AM and 5:30 PM; however, moderate work is required outside of the usual working hours for Planning Commission Meetings, and other occasional meetings held in the evenings. Day-to-day schedule is moderately flexible, although the Technician should be present during open hours (7:30 AM to 5:30 PM) as much as possible.
- Respond to the public always in a professional, respectful, and courteous manner.
- Maintain work areas in a clean and orderly manner.
- Maintain complete confidentiality in all areas that require a high level of confidentiality.
- Maintain high ethics and professional behavior in the workforce and with all co-workers, employees, and all others.
- Follow all safety rules and procedures, including proper PPE (Personal Protective Equipment) procedures, for all property, equipment, vehicles, and work areas as applicable.

JOB QUALIFICATION (EDUCATION AND EXPERIENCE) REQUIREMENTS: Associate's degree or higher in urban planning, public management, or a related field of study OR a minimum of two years' experience in local government or a related field. General knowledge of applicable land use and planning laws, THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION. CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY EMPLOYER.





regulations, practices, and procedures; report writing; office practices; knowledge of word processing applications and file maintenance practices.

SPECIAL REQUIREMENTS/LICENSES: Possession of or ability to obtain a valid Oregon Driver's License and safe driving record.

DESIRABLE REQUIREMENTS: Knowledge of software utilized within the department, including Microsoft Office/365, ArcGIS Online, and Adobe Acrobat. Ability to perform detailed searches using a variety of terms and techniques in a range of search engines and file management systems. Knowledge of Oregon-specific land use laws and practices, and floodplain management regulations. Fluency in Spanish or another language often spoken in our community.

Certified Floodplain Manager and American Institute of Certified Planners certifications are appreciated but not required. Pursuit of these certifications may be supported by the city subject to available resources.

REQUIRED WORKING CONDITIONS/PHYSICAL ABILITIES: Work is performed primarily indoors in an office environment. The noise level in the work environment is usually low. While performing the duties of this position, the employee is frequently required to stand, sit, bend, listen, communicate, read, write, comprehend both numbers and the written English language, and reach and manipulate objects, tools, or controls. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. The position requires visual and audio acuity.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the direct supervision of the City Planner.

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City of Tillamook Application for Employment

Complete the entire application, or it will be deemed incomplete and may not be considered.

Position Applying For:	Name (Last, First, Middle):		Other names under which you have attended school or been employed:
Street Address:		City, State & Zip:	
Email Address:	Home Phone:	Work Phone:	Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Veteran of the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach DD214 for preference)	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?	
Are you currently employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?	
Have you ever been employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:	
Are you related to any current City employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:	
If required for position, do you have a valid CDL?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:	
How did you learn about this employment opportunity at the City of Tillamook? Check all that apply: <input type="checkbox"/> Ad in newspaper/publication _____ (please note which) <input type="checkbox"/> Job Bulletin (Posting) <input type="checkbox"/> Walk-in <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Website _____ (please note which) <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:			

SKILLS

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, or expert).

HR USE ONLY: Date Received: _____ Initials: _____

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			

WORK EXPERIENCE

Please detail your work history for the past 10-15 years. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment within the requested time period may be considered falsification of information. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: The City of Tillamook reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To:		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:			
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:		Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:			Reason for Leaving:



Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Attach additional copies of this sheet if necessary.



Professional Reference

1. Name: _____ Years known: _____

Email address: _____

Phone number: _____

2. Name: _____ Years known: _____

Email address: _____

Phone number: _____

3. Name: _____ Years known: _____

Email address: _____

Phone number: _____

Personal References

1. Name: _____ Years known: _____

Email address: _____

Phone number: _____

2. Name: _____ Years known: _____

Email address: _____

Phone number: _____

3. Name: _____ Years known: _____

Email address: _____

Phone number: _____



**PLEASE READ CAREFULLY, INITIAL EACH ITEM AND SIGN THAT YOU UNDERSTAND AND
ACCEPT THIS INFORMATION:**

- I certify that the information on this application and its supporting documentation is accurate and complete.
- I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.
- I authorize the City of Tillamook to investigate, without liability, all statements contained in this application and supporting materials.
- I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.
- If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.
- I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.
- I understand that staff employees of the City of Tillamook serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.
- If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations.
- I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to PERS (Retirement System) or to an optional retirement program, if applicable.
- I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.
- I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____ Date: _____



VOLUNTARY SUPPLEMENTAL INFORMATION:

In accordance with Federal Guidelines for Equal Opportunity Employment, the City of Tillamook is required to keep records on employee's demographic information. Submission of this portion of the application is *completely voluntary* and will not affect your consideration for employment purposes.

SEX: ☐ MALE ☐ FEMALE

Date of Birth _____(mm/dd/yyyy)

RACIAL ORIGIN:

☐ White (not of Hispanic origin)
☐ Asian or Pacific Islanders

☐ Hispanic ☐ Black (not of Hispanic origin)
☐ American Indian or Alaska Native

