
EXEMPT (Y/N): Yes
DEPARTMENT: Land Development Services
SUPERVISOR: LDS Director
UNION (Y/N): No

JOB CODE: CSC
CLASSIFICATION: 307
SALARY RANGE: E05
LOCAL: NA

GENERAL STATEMENT OF DUTIES: Perform professional planning work in such areas as comprehensive land use planning, zoning and subdivision of lands. Prepare and present reports and presentations as necessary and provide staff support when requested to committees. Supervise, plan and coordinate the activities of planning staff. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervise staff, including assigning and reviewing work, evaluating performance, training and recommending necessary disciplinary action. Handle employee complaints and effectively recommend on hiring and dismissal decisions. Provide technical assistance and guidance to other professional planners and staff.

Interpret and administer ordinances, zoning regulations and other County, state and federal regulations relating to zoning, subdivision and development issues.

Evaluate Comprehensive Plan and implementing ordinances for compliance with statewide goals, policies and statutes. Draft Comprehensive Plan goals and policies and ordinances when conflict arises with statewide standards. Coordinate planning effort with various state agencies and jurisdictions for the development of an effective Comprehensive Plan by collecting data and information on new programs affecting local planning.

Research, prepare and present staff reports and advice for the Planning Commission, Board of County Commissioners and committees. Prepare testimony in the event of an appeal or litigation.

Provide staff support to Citizen Planning Advisory Committees. Prepare for and attend meetings; provide technical information and advice; perform follow-up research as necessary.

Perform site reviews and participate in Site Review Committee to review development proposal and determine any additional conditions which must be met prior to the development of the site.

Respond to inquiries from the general public, other departments and agencies regarding rules and procedures for land use, land development and zoning, and general County development policies and procedures. Collect and receipt for fees. Issue permits.

Review proposed new construction within designated flood hazard areas for proper elevation and design in accordance with the National Flood Hazard Insurance Program.

Maintain records and maps. Create forms, informational handouts, etc., as necessary.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise 2-5 planning staff employees. Carry out

supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions with the Land Development Services Director.

SUPERVISION RECEIVED: Works under the general direction of the Land Development Services Director who provides policy and administrative direction and reviews performance.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a Bachelor's degree in planning, geography, architecture, engineering or related field. Four years of progressively responsible experience in planning. Or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

DESIRABLE QUALIFICATIONS: Master's degree in planning. Previous supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Broad knowledge of planning concepts, principles, techniques and practices, and laws, codes, rules, regulations and ordinances applied to land use planning, and legal descriptions. Familiarity with computers and general business software such as word processing, spreadsheets and databases.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to interpret and implement laws and rules pertaining to planning, zoning and land use. Ability to communicate effectively both verbally and in writing, including the preparation of charts and maps. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here 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.

Physical demands for the position while in the office are minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Field activity may require additional physical demands, such as bending, stooping, climbing, etc. during inspections.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. The performance of occasional field work may require walking over various terrain or other hazards and exposure to all weather conditions.