



JOB DESCRIPTION

Title	Senior Planner	Created	2001
Department	Community Development	Revised	December 2023
Job Class	A 20 4	Safety Sensitive	No
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

Under the direct supervision of the Planning Manager, review and process complex land use applications. Write new ordinances and amendments to ordinance text and maps as needed. Advise Planning Manager about current planning activities that may affect the Planning Department. Gather and disseminate information on complex planning issues and processes to a variety of different parties. Develop procedures and processes to coordinate permit issuance between a number of state, local and federal agencies and departments.

Essential Functions

- Write and prepare staff reports and findings on complex land use issues and land use applications for Planning Commissioners and Board of Commissioners (applications for zone map/text amendments, comprehensive plan map/ text amendments, large subdivisions and planned developments, partitions, conditional uses, similar uses, new ordinances, projects etc.).
- Make oral presentations to Planning Commission and Board of Commissioners.
- Prepare text amendments to clarify and simplify zoning ordinance, update zoning code resulting from new legislation, requirements or regulations, update comprehensive plan and background reports.
- Review state legislation to determine if code complies or if and how it must be amended. Research and analyze data (old land use files, land use in relationship to local and state land use laws/regulations, historic land use activity in County) in relation to a variety of land use issues/questions.
- Review and research the zoning ordinance and comprehensive plan to determine specific criteria standards, goals and policies which must be addressed in a land use application and decision.
- Provide consultation to prospective applicants in-person and/or via telephone or email on complex land use issues and applications (discuss issues, criteria, process etc.). Answer land use questions regarding state planning law, complex land use requests/procedures and respond to inquiries by public, business, interest groups, government agencies, etc., for information, investigation of issues on complaints by providing information, research, and/or referral to appropriate agency or party.
- Review complex land use applications to assess whether criteria have been met on applications assigned by the Planning Manager.
- Discuss the potential development capabilities of specific property and/or the viability of specific land use plans in certain zones or area, with property owner, prospective buyers or applicants.



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- Review land use application for conditional uses permits, variances, partitions, subdivisions, development permit, or other applications to assure compliance with applicable laws on applications assigned by the Planning Manager.
- Interpret, implement and enforce the County zoning and related ordinances.
- Organize, schedule, oversee, assist and/or facilitate special projects and/or meetings as assigned by the Planning Manager.
- Interact and exchange information with other County departments, state and federal agencies, citizen groups etc. to assure compliance with zoning, land use control, environmental regulations and other laws.
- Assist in writing departmental land use implementation policies and public notices for land use applications. Make presentations to commissions, boards, community meetings and other groups to educate the public regarding land use concepts and practices.
- Assists the public in-person and via telephone and/or email by explaining the county land use and permit process; provides assistance in completing application forms; and refers the public to other appropriate County, state or other agencies.
- Make site visits of subject properties as needed. Process development permits.
- Follow all safety rules and regulations established for work areas.

Required Qualifications

Bachelor's degree or equivalent in Urban and Regional planning with emphasis on Oregon land use planning system and extensive hands-on experience issuing permits, interpreting codes, writing staff reports, dealing with complicated planning issues, interacting with the public and agencies, and with experience in making planning decisions. (3-5 years' experience; 3 years as a Planner).

Requires general knowledge of a variety of fields related to planning (geology, hydrology design, construction methods, geography, mapping environmental science etc.) as well as extensive knowledge about land use planning concepts, theories, processes and functions. Also requires a thorough understanding of the Oregon land use planning system, including the state-wide planning goals, Oregon Revised Statutes and Oregon Administrative Rules. Possess and maintain driving privileges in the State of Oregon.

Desired Qualifications

Master's degree in Urban and Regional Planning or related field; AICP (American Institute of Certified Planners) designation; Geographic Information System (GIS) - ARC-View and ARC Info Software knowledge.

Ability to understand and anticipate connections between cause and effect.

Physical Demands

Physical demands on the position are minimal involving moving materials, books, files, records and other materials typically not exceeding 25 pounds.



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Working Conditions

Usual office working conditions with occasional outdoor site inspections.



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Supervisory Responsibility

Supervision is not a typical function of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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