



JOB DESCRIPTION

<i>Title</i>	Planner	<i>Created</i>	March 2010
<i>Department</i>	Community Development	<i>Revised</i>	
<i>Job Class</i>	A 15 (3 or 4)	<i>Safety Sensitive</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads	<i>FLSA</i>	Non-exempt

Purpose

Assist in the planning and implementation of the Comprehensive Plan and in the administration of the Clatsop County Land and Water Development and Use Ordinance and other projects as assigned. Obtain, organize, interpret and present information to citizen advisory committees in order to seek their support and participation in assigned projects and programs. With assistance, to interpret and enforce county land development, solid waste and nuisance control ordinances; to process violations; to conduct field investigations; to instruct applicants in development requests or compliance procedures.

Essential Functions

- Research and prepare staff reports regarding the implementation and enforcement of county zoning and related ordinances and land use applications received for rezones, conditional use permits, variances, subdivisions, partitions, building permits and other land use permits such as geologic hazards to assure compliance with applicable laws. Present oral and written recommendations to the Planning Commission and Board of Commissioners regarding land use ordinances.
- Provides information to the public in person, by telephone and in writing, regarding land use planning regulations and application procedures.
- Provide courteous and professional customer service and maintain positive working relationships with both internal and external customers of the department.
- Develop and maintain Land Use Plan and zoning maps and associated graphics.
- Obtain, utilize and present information necessary for the completion of departmental projects using knowledge from appropriate sources.
- Provide information about departmental projects and county programs to citizen advisory committees and groups; analyze and integrate groups' reactions into the drafts of projects and programs, as appropriate.
- Plan, research, interpret and present in written and graphic form information about specific projects, programs or decisions in order to obtain involvement and funding for activities.
- Plan and conduct meetings with individuals and groups in order to initiate the decision-making process.
- Receive inquiries from county departments and other citizens, provide necessary information or refer to appropriate person or agency when unable to handle personally.



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- Conduct violation investigations and process violations of land development or solid waste and nuisance control ordinances; send warnings to violators; issue abatement or violation notices; maintain records of violation investigations.
- Research related land use and zoning ordinances to provide writing expertise to the department and other local planning committees in drafting county land use ordinances. As assigned, conduct on-site inspections to assure appropriate compliance.
- Assist in the development and administration of the Comprehensive Plan, Land Use ordinances and other major planning projects.
- Attend conferences, seminars and other meetings as required.
- Follow all safety rules and regulations established for work areas.

Auxiliary Functions: Perform cartographic duties associated with projects. Maintain map files. Maintain work area in a clean and orderly manner.

Mandatory Qualifications

Basic knowledge of community development, land use planning and zoning principles and practices. Ability to initiate and maintain a good working relationship with citizen groups, general public and other county departments.

A Bachelor's degree is highly preferred, but a satisfactory combination of experience and training may be considered in lieu of a degree. Possession of valid Oregon drivers' license upon hire.

Desired Qualifications

It is highly desirable to possess a Bachelor's Degree or equivalent in land use planning or closely related field. Experience in land use planning; work with community groups during such activities as group speaking and presentation, agenda setting and chairing of meetings; drafting and cartographic skills; and knowledge of graphic arts skills for preparation of charts and sketches and specific word processing software utilized.

Physical Demands

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

Working Conditions

Usual office working conditions with periodic outdoor site inspections.

Supervisory Responsibility

Supervision is not typically a responsibility 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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