



# JOB DESCRIPTION

<b>Title</b>	<b>Planning Manager</b>	<b>Created</b>	June 2016
<b>Department</b>	Community Development	<b>Revised</b>	July 2023
<b>Job Class</b>	M7	<b>Safety Sensitive</b>	No
<b>Labor Union</b>	Not represented	<b>FLSA</b>	Exempt

## **Purpose**

Under general supervision of the Community Development Director, manages and coordinates the Planning Division to achieve land use planning strategies and development objectives for the Community Development Department. Manages assigned personnel and assures that activities are in compliance with state and federal regulations, and County policies and procedures. Provides technical expertise on complex planning issues and administers the Comprehensive Plan and long-range planning functions. Acts for the Community Development Director in his/her absence.

## **Essential Functions**

- Manage current and long-range planning programs, and administer Comprehensive Plan. Interpret and explain County policies, procedures, rules, and regulations. Coordinate services with other departments and regional agencies. Develop solutions and resolve conflict.
- Manage the Planning Division through effective planning, staff management, and resource allocation. Manage staff and activities to achieve the County's land use and development strategies and regulatory compliance objectives.
- Manage assigned staff. Assign schedules, duties and priorities. Monitor work of Planning staff and evaluate performance. Develop staff skills and coordinate training. Assure the quality and accuracy of the planning activities, services and work products and assure required deadlines are met.
- Review operations and workload in order to anticipate technical and management problems. Develop policies and procedures to improve the organization's functions. Analyze workload trends and implement staffing and assignment adjustments.
- Participate in interviewing and hiring, as well as disciplinary actions, of employees under the direction of the Community Development Director. Prepare performance evaluations and individual work plans.
- Assist with annual budget preparation for the Planning Division in coordination with the Community Development Director.
- Prioritize planning projects and work assignments, monitor results, review staff reports, and assure that all planning issues are addressed and resolved.
- Develop reports and provide staff support for the Board of County Commissioners, Planning Commission and other ad hoc advisory committees as needed.



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- Develop and evaluate plan and code amendments, land use analyses, and planning and zoning proposals. Prepare and present reports of planning activities and statistical analyses to evaluate trends.
- Review and manage large-scale and complex development proposals.
- Represent the Planning Division to public officials, citizens, and regional organizations.
- Perform skilled professional planning activities. Use knowledge of planning and growth management theory, public policy, and land use law to evaluate and manage complex planning projects.
- Provide direction and set standards for excellence in internal and external customer service.
- Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for citizens and staff.
- Coordinate with multiple agencies on regional planning projects to develop mutually beneficial solutions. Work with citizen groups, elected officials, and local and state representatives to resolve planning issues. Meet with developers to ensure satisfactory completion of the planning process.
- Assist internal and external customers with planning and development-related questions.
- Foster a collegial work environment that uses peer review, staff teams and best collaborative management practices.
- Foster a team environment to plan, prioritize, assign, and collaboratively review the work of staff involved in land development or comprehensive planning.
- Assist the Director in the development of division work programs; work with Planning staff team to implement work programs.

## ***Mandatory Qualifications***

- Bachelor's degree or equivalent in urban or regional planning, geography, public administration, landscape architecture, urban design, architecture, or related field. Five years as a land use planner in the public sector can be substituted if the Bachelor's is not in a related field.
  - Minimum five years of progressively responsible experience in city, county, or regional planning, including at least two years in a supervisory or lead role.
  - Advanced knowledge of the principles and practices of land use planning, legal standards and procedures affecting land use planning.
  - Extensive experience in developing a Comprehensive Plan, Community Plan, Area Plan, Development Code, and policies.
  - Hands-on experience issuing permits, interpreting codes, writing staff reports, dealing with complex planning issues, interacting with the public and agencies and making planning decisions.
  - Knowledge of the principles and practices of Oregon land use planning, comprehensive planning or community development; knowledge of land use
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implementation codes, including the legal aspects of land use planning, design and implementation measures; knowledge of county government roles and responsibilities.

- Ability to effectively make oral presentations and write clear and concise reports.
- Ability to establish and maintain cooperative working relationships with individuals, whether public officials, members of the public, representative of other public agencies, co-workers, or people from diverse groups and backgrounds.
- Ability to prepare, revise and evaluate technical land use reports and plans, interpret and evaluate site and architectural design plans, coordinate work assignments and lead planning personnel.
- Principles and practices of administrative management, including personnel rules, budgeting, procurement, contract management, risk management, and employee supervision.
- Ability to exercise sound, independent judgment and initiative within established guidelines.
- Ability to consistently and impartially interpret and apply complex development regulations, technical standards, review procedures, federal and state rules and regulations, and County policies and procedures.
- Ability to explain complex planning and development regulations, policies and procedures.
- Ability to organize, evaluate, analyze and present data and information.
- Ability to manage multiple projects and deadlines.
- Detail-oriented with ability to check designs, plans and specifications for development plans and applications.
- Must possess or have the ability to obtain within 12 months Certified Floodplain Manager (CFM) certification
- Must possess or have the ability to obtain a valid Oregon State driver's license.

## ***Desired Qualifications***

- A Master's degree in Planning or related field
- American Institute of Certified Planners (AICP) certification
- Geographic Information System (GIS) – Arc-GIS software knowledge.
- Knowledge of coastal planning, environmental design principles and practices for site planning, architectural design or landscaping, floodplain management, transportation planning, community planning, or geographical information systems.
- County or coastal planning experience in Oregon is highly desirable

## ***Physical Demands***

Physical demands include moving materials, books, files, records and other materials typically not exceeding 25 pounds. Must be able to walk, climb stairs and sit and stand for long periods of time.

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## ***Working Conditions***

The usual office working conditions with occasional outdoor site inspections. May be required to attend meetings outside normal business hours. May be required to provide leadership in emergency situations.

## ***Supervisory Responsibility***

This position supervises, coaches, and mentors Planning Division staff, typically consisting of 2-4 staff members.

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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