



WORKING TITLE: SENIOR PLANNER	CLASSIFICATION: SENIOR PLANNER
DEPARTMENT: PLANNING AND DEVELOPMENT	DIVISION: PLANNING
PAY RANGE: OPEU 22	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JANUARY 2020

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Supervises and participates in current and long-range land use planning for Yamhill County. Responsible for organizing, directing, and participating in the activities of subordinate long-range or current professional planners. Work involves development and implementation of land use policies and procedures including revision to and administration of the County’s comprehensive land use plan and its implementing of ordinances. A senior planner may have considerable contact with representative of state and local governmental agencies and boards as well as the general public.

SUPERVISION RECEIVED:

Works under the direct supervision of the Director of Planning and Development. Work is reviewed through periodic conferences and reports are edited for proper and uniform application of land use statutes, policies, ordinances, and procedures and on overall results desired to be achieved.

SUPERVISION EXERCISED:

Exercises supervision over subordinate professional planners, making and reviewing assignment, directing and advising on unique or difficult assignments, orienting and training new hire positions.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Supervises and participates in the preliminary and final review of land partitions, land use permit applications, and zoning changes; insures uniformity with implementing ordinances and prior land use decisions.
- Prepares and directs preparation of technical staff reports on land use permit applications, planning requests, and land use issues; presents and explains staff reports to the county planning commission, hearings officers, and the Board of Commissioners.
- Prepares and directs preparation of natural resource inventories, studies, and reports; implements appropriate measures as needed.
- Supervises and participates in investigation of alleged violation of land use ordinances, including reviewing staff reports, negotiating if needed, and settlement of documented

violations and recommending further action to County Counsel and Board of Commissioners.

- Performs professional land use planning work; prepares and interprets planning policies and procedures; prepares and interprets city and county zoning ordinances.
- Directs and participates in development and implementation of comprehensive plan programs; directs and participates in comprehensive plan revisions and related ordinance amendments.
- Supervises and participates in writing and administering grant applications and preparing annual reports for the Oregon Department of Land Conservation and Development.
- Responds to and resolves questions, concerns, and complaints from the public regarding land use statutes, administrative rules, ordinances, and regulations.
- Represents the department at regional, state and local meetings with various governmental agencies and jurisdictions.
- Performs other related duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Modern land use principles and practices.
- Oregon land use statutes, administrative rules, and case law.
- Natural resource management issues and analysis techniques as required by the position.
- Current literature and trends in land use planning.
- Grant applications.

SKILL IN:

- Performing research; compiling and analyzing technical data.
- Communicating effectively, both orally and in writing.
- Supervising and participating in drafting and revision of comprehensive land use plans and related implementing ordinances in accordance with local needs and state requirements.
- Working independently and as part of a team.
- Delegating responsibility.
- Training, and directing the work of subordinate professional and administrative support staff.
- Planning and organizing projects.

ABILITY TO:

- Prepare, present, and explain clear and concise reports.
- Read, comprehend, interpret, and apply in a uniform manner, Oregon land use statutes, administrative rules, case law, and pertinent county ordinances and regulations.
- Develop, implement, and revise policies and procedures.
- Express ideas and convey information effectively both orally and in writing.
- Communicate with diverse stakeholders groups, effectively resolve conflicts and negotiate complex solutions.
- Perform research.

- Interact with state and local government officials and the public in a courteous, firm, and tactful manner.
- Establish and maintain effective working relationships with superiors, subordinates, other county employees, public and private officials, and the public.
- Possession of or the ability to obtain membership in the American Institute of Professional Planners is not required, but desirable.

MINIMUM EXPERIENCE AND TRAINING:

Five years of increasingly responsible experience at a level equivalent of an associate planner. Graduation from a four-year college or university with a degree in planning, geography, public or business administration, or a related field. A master's degree may substitute for up to 2 years of experience. Lead work or supervisory experience is desirable, but not required. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle to transport clients. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.