



Baker County Administrative Services ~ Personnel  
 1995 Third Street, Baker City, OR 97814  
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 E-mail: hmartin@bakercounty.org

**BAKER COUNTY JOB OPENING**

DEPARTMENT: Planning

POSITION: **Planner**

Full-time, SEIU represented position with benefits

Salary Range: 13

Step 1	Step 2	Step 3	Step 4	Step 5
\$3,477/mo.	\$3,655/mo.	\$3,839/mo.	\$4,029/mo.	\$4,231/mo.

**Summary**

This classification performs complex and varied professional planner duties to assist and support the planning functions in meeting administrative and long-range planning goals and objectives.

**Examples of Essential Job Duties:**

- Process administrative, quasi-judicial and ministerial applications, conduct pre-application and application conferences
- Counsel the public, state agencies, special districts and cities in person, or by phone with problems, questions and complaints regarding land use, development and zoning.
- Perform field investigations to gather data related to development, violations or other project assignments.
- Research and prepare studies, reports, recommendations on comprehensive land use plan and County issues; conduct special studies and develop statistics, reports and recommendations on housing, transportation, energy and other economic and physical areas related to planning.
- Maintain County addressing system

**Qualifications:**

**Minimum:** A Bachelor’s degree in planning or a related field and one-year experience in city, county or regional planning OR any satisfactory combination of experience and formal training.

**Preference:** Advanced GIS courses or certificates.

**Special Requirements:** Must be able to obtain within 90 days of appointment and maintain throughout the course of employment: Oregon Driver License.

*A pre-employment background check will be completed for job, criminal and driving history as well as a personal reference and education. A complete job description and application is available upon request or online at: [www.bakercounty.org](http://www.bakercounty.org)*

For additional information, contact Heidi Martin in the Personnel office at 541-523-8200 or 541-523-8209. Applications must be submitted to the Personnel office by 5:00 p.m. on the closing date.

POST DATE: November 20, 2020

CLOSING DATE: Open until filled