



BAKER COUNTY

POSITION DESCRIPTION

PLANNER

DEPARTMENT	PLANNING
SALARY RANGE	13
BARGAINING UNIT	SEIU
EXEMPT	NO
REVISION DATE	2019
PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:	JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, & EDUCATION

INTRODUCTION

This classification performs complex and varied professional planner duties to assist and support Planning Department functions, goals and objectives through administrative, current and long-range planning.

EXAMPLES OF PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

1. Process administrative, ministerial, quasi-judicial and legislative applications; conduct pre-application and application conferences.
2. Counsel the public, state agencies, special districts and cities in person, by telephone or by electronic communication with problems, questions and complaints regarding land use, land development, zoning and planning issues.
3. Attend meetings and hearings with official and public groups and make oral and written presentations or recommendations.
4. Perform field investigations to gather data related to development, ordinance violations or other project assignments. Post physical notices of applications on the property.
5. Research and prepare studies, reports and recommendations on land use and related issues; conduct special studies and develop statistics, reports and recommendations on housing, transportation, energy and other economic and physical areas related to planning.

6. Use a computer to prepare documents including reports, spreadsheets, tables, maps (including GIS maps) and other documents related to land use planning.
7. Prepare grant applications; monitor planning expenditures.
8. Maintain County road and 9-1-1 addressing system; includes issuing addresses, upkeep of records, production of street directory, year-end reports.
9. Maintain the department record keeping systems for land use actions and applications.

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: Possession of or the ability to obtain and maintain a valid Oregon driver's license within 90 days of hire date.

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION

Knowledge of: Considerable knowledge of planning concepts, principles, techniques and practices; considerable knowledge of procedures, regulations and ordinances associated with land use planning; considerable knowledge of research methodology and statistical techniques; considerable knowledge of and ability to use maps, land use data and other technical planning materials; reasonable knowledge of code enforcement techniques.

Skill in: Verbal and written communication to present ideas, concepts and recommendations in a clear and concise manner.

Ability to: Communicate effectively in both oral and written form; conduct research and to compile and analyze data; establish and maintain record keeping systems and reports; make decisions independently in accordance with established policy and procedures, and use initiative and judgment in completing tasks and responsibilities; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; efficiently organize time and meet established deadlines; courteously meet and deal effectively with coworkers, planning commission and committee members, State agency personnel, contractors, engineers and the public to exchange information, resolve problems, provide service, justify or defend decision, present recommendations and explain regulations.

SUPERVISORY CONTROLS OF THIS POSITION

This classification works under the general direction of the planning director. Recurring routine assignments are independently performed by employee on basis of past experience. The employee receives general instructions regarding the scope and approach to projects or assignments, but many procedures and problem resolutions are left to the employee's discretion and interpretation. Employee estimates and manages time efficiently. Work is reviewed periodically to ensure determinations and decisions made are in compliance to department policy and procedures.

GUIDELINES

Work is performed within established policy and procedure; federal, state and county rules, regulations, ordinances and codes; comprehensive plan and land use and development ordinance. Professional planning expertise and judgment is used in applying guidelines.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed in an office environment with occasional field investigation; may require bending, hearing and speaking voice conversation, occasional lifting and carrying up to 25 pounds for short distances, pulling, pushing, reaching, sitting, standing and walking over uneven terrain. A reasonable amount of driving is required.