BAKER COUNTY
POSITION DESCRIPTION

PLANNER II

DEPARTMENT	PLANNING
WORKING TITLE	SENIOR PLANNER
SALARY RANGE	13
BARGAINING UNIT	BCEA
FLSA	Non-Exempt
REVISION DATE	2025
PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:	Job history, criminal history, driving history, personal references, & education.
Signature & Date:	

INTRODUCTION

The Senior Planner is a senior policy position within the Planning Department. The nature of the work requires professional planning experience of high complexity and variety. The position is technical and requires a high level of communication skills and the ability to work with diverse and often contentious interest groups. Essential functions include performing current and long-range planning projects; conducting and sometimes leading public outreach activities; participating in coordination, writing and implementing plans; interpreting and implementing land use planning regulations; giving presentations to various groups, and providing excellent customer service. The senior planner attends evening, and on rare occasion, weekend meetings.

EXAMPLES OF PRINCIPAL DUTIES

Duties assigned to this position include, but are not limited to, the following examples.

1. Planning
   Compile data and conduct research necessary to organize, coordinate, write and amend comprehensive land use plans and zoning ordinances; write reports on land use matters; coordinate with agencies; write land use findings; process current land use applications; review ordinances, interpret relevant land use legislation and court decisions; facilitate and organize meetings for citizen groups and public agencies relating to county land use planning projects; identify, coordinate and write grants for land use planning and project implementation; review and process complex comprehensive plan or zoning ordinance amendments, rezoning,

annexations or urban growth boundary expansions, site plans, and plats; performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans. Serves as senior policy analyst and coordinator for land use planning.

2. Coordination
   Review, coordinate and facilitate the interests of private and governmental agencies relative to land use planning in the county. Coordinate, facilitate and write recommendations about specific land use proposals. Create and oversee a work plan for land use planning projects. Serves as liaison to Planning Commission, Board of Commissioners, and special committees and citizen groups as needed.

3. Administration
   Duties pertaining to land use planning and policy matters; analysis of planning projects and data for the Planning Director, Planning Commission and other groups as necessary; provide or facilitate the promulgation of information requested by agencies, applicants and the general public; interpretation and implementation of all applicable land use regulations; identify and develop ordinances, plans and programs to improve efficiency in the Planning Department and complete land use projects; assist the general public in understanding land use matters and in completing land use application forms, assist the Director in various planning and land use matters as needed.

4. Communication
   Communicate effectively in oral and written forms; give clear and effective presentations; use electronic communications tools including but not limited to websites, e-mail and social media; courteously meet and deal effectively with Board of County Commissioners, advisory boards, department heads, attorneys, courts, public officials, coworkers, and the public; prepare and submit all required reports, including reports to state agencies.

OTHER DUTIES OF POSITION

Other Related Work as Required - Involves various assignments and projects requested by the Planning Director. May be assigned as lead staff on a variety of projects, including, but not limited to ongoing and new projects and programs.

REQUIREMENTS FOR POSITION

Required Knowledge, Abilities and Skills
Excellent oral and writing communication skills, and excellent interpersonal skills. Ability to understand and articulate complex issues. Considerable knowledge of the principles and practices of land use planning and policy in Oregon; in-depth knowledge of zoning ordinances and ability to apply them to specific development proposals; working knowledge of governmental and legal procedures and terminology regarding land use planning; ability to develop and supervise a project work program, perform research, compile technical data, plans and specifications; ability to write land use findings and other planning reports; exemplary ability to work with governmental agencies and diverse private interests; ability to mediate diverse interests, develop a consensus and design and implement new programs; strong grant-writing skills; creative problem solving skills; ability to work on several projects or issues simultaneously; ability to manage projects effectively and meet firm deadlines; ability to effectively prioritize with minimal guidance. Additionally, the ability to effectively use office computer programs including but not limited to Microsoft Office, e-mail, Microsoft Teams, Zoom, ArcGIS and similar office programs.

EDUCATION & QUALIFICATIONS

Minimum: Bachelor's degree in planning or a related field and two years' experience in county or regional planning OR any satisfactory equivalent combination of experience and formal training.

Preference: Experience in current and/or long-range planning, experience and proficiency using GIS technologies, experience in using electronic means (websites, social media, etc.) to provide outreach and information, experience in cultivating successful working relationships with landowners and other government agencies.

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

SUPERVISORY RELATIONSHIPS

Received:
Acting under direction from the Planning Director. Works closely with the Planning Director on land use policy. 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. Periodic verbal reviews of work performance are conducted in terms of expected results.

Provided:
Supervision is not normally a responsibility of positions in this classification; however, may supervise office activity or perform certain functions of the Planning Director, as assigned, in the Director's absence.

GUIDELINES

Work is performed within department policy and procedures, federal, state and county statutes, rules, regulations, ordinances, and best business practices. Senior Planner uses seasoned judgment in interpreting and usage of appropriate guidelines.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed primarily in an office environment and is generally sedentary; however, some positions may require bending, hearing voice conversation, keyboarding, kneeling, lifting up to 50 pounds, pushing, reaching, sitting, standing, and walking over uneven terrain. Outdoor work may require occasionally exerting up to 20 pounds of force including at or above shoulder level for pounding in posts or stakes. This position requires occasional driving.

Frequency required to perform the duties

Posture / Frequency	Never	Rare	Occ.	Freq.	Cont.
Sitting					X
Standing			X		
Walking			X		
Driving					X

Frequency in an 8 hour day

Never	Not done
Rare	Less than 1% of shift; 1-5 x/work shift
Occasional	1-33% of shift; up to 2.5 hours
Frequent	34-66% of shift; up to 5 hours
Continuous	67-100% of shift; up to 8 hours

Lift	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.	X				
Carry					
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.	X				
Push/Pull					
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.	X				

Body Actions	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
Bend			X		
Twist			X		
Crouch		X			
Kneel		X			
Crawl		X			
Climb Stairs		X			
Climb Ladder		X			
Reach Forward				X	
Reach Above Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Squeezing		X			
Operate Foot Control		X			
Other					
Comments					