

SENIOR PLANNER

DEFINITION

To manage professional planning projects; to provide highly responsible technical planning advice to the County; to develop assigned programs and prepare comprehensive reports including statistical data and graphic material; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced/journey level in the Planner series. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing complex professional planning support and providing lead worker support with other planning personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Program Manager.

May exercise technical and functional supervision over clerical, technical and professional personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Assists the Planning Program Manager in management, direction and organization of staff work in code administration or comprehensive planning.

Participates in development of the planning work plan; monitors work flow; assigns, reviews and evaluates work products, methods and procedures; provides input into performance evaluations.

May participate in the appointment of personnel; may provide or coordinate staff training.

Assists the Planning Program Manager with budget preparation and administration; prepares cost estimates for budget recommendations.

Researches, analyzes and interprets social, economic and land use data and trends; prepares written reports on current and long-range planning matters.

Researches and prepares comprehensive plan and implementing ordinance proposals.

EXAMPLES OF DUTIES (Continued)

Represents the Division at public hearings before the Hearings Official, Planning Commissions and Board of County Commissioners.

Researches and interprets land use regulations; explains regulations and assists the public and other departments as necessary; determines plan compliance and approves permits.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of supervision, training and work coordination.

Modern principles and practices of comprehensive planning and zoning ordinance administration; principles and practices of policy development and implementation; principles and practices of research and analysis.

Government and legal planning requirements, including Oregon laws, local ordinances, policies and regulations governing planning, growth management and land use.

Budgeting procedures and techniques.

Ability to:

Organize, implement and supervise comprehensive planning and code activities.

Plan, schedule, coordinate and assign the work of staff.

Interpret and apply Oregon law and applicable County and department rules, regulations, policies and procedures.

Assist in the development and recommendation of policies, procedures and operating practices related to assigned area.

Perform professional planning work with a minimum of supervision.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in regional or urban planning or a related field.

Experience:

Three years of increasingly responsible experience in city, county or regional planning, including one year of lead responsibility.

Special Desired Experience:

Knowledge and experience working with Oregon Land Conservation and Development Goals and Rules is preferred.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.