

COOS COUNTY JOB ANNOUNCEMENT
Coos County Community Development

Associate Planner or Principal Planner

The Community Development Director will consider hiring for this position at either an Associate Planner or Principal Planner level, depending on the selected candidate's qualifications, experience and other relevant factors.

Associate Planner - \$4,098 - \$4,783 per month
Principal Planner \$4,713 - \$5,531 per month

DEPARTMENT: COMMUNITY DEVELOPMENT (FORMERLY PLANNING)

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED.**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams Street
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Courthouse CHW Building
Email all Coos County Employees

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

DESCRIPTION OF POSITION

Approved by BOC: July 16, 2024

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| 1. | Current Classification Title: Associate Planner |
| 2. | Working Title: Associate Planner |
| 3. | Department: Community Development – Planning Program |
| 4. | Pay Grade & Range: 420 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <u>AFSCME</u> Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 5. | What is the purpose of this position? Position requires reviewing and processing applications for land use development and planning projects for the Community Development Department (CDD); conducts research, analyzes technical findings, and prepares technical reports on land use, planning, and zoning issues. This position requires existing technical knowledge of land use principals and laws; assumes full responsibility for the completion of assigned development proposals. |
| 6. | Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. <ul style="list-style-type: none">▪ Interprets and applies principles, practices, procedures, regulations, and ordinances governing the Community Development Program, Coos County Zoning and Land Use Development Ordinance and Comprehensive Plan; conducts research on technical issues and project proposals to assist citizens; duties may vary according to job assignment.▪ Performs professional planning activities; uses knowledge of urban/rural planning and growth management theory, public policy, and land use law to review development plans and manage planning projects.▪ Reviews and processes applications for land use, planning, and development projects; reviews and processes code amendments; resolves problems within scope of authority.▪ Provides technical and professional planning services to achieve structured and organized growth and development in the County; reviews project plans and verifies plans are in compliance with state and federal regulations, and County codes, ordinances, policies, and procedures.▪ Answers inquiries, and assists developers, citizens, and other agencies regarding County standards and regulations; provides information and recommendations within scope of authority.▪ Reviews and evaluates development plans, permit applications, ordinances, and technical documents; verifies compliance with regulatory requirements.▪ Analyzes a variety of planning issues; updates and maintains Comprehensive Plan and County Codes; develops and presents reports and recommendations as assigned.▪ .▪ Prepares and maintains a variety of planning records and technical documentation; reviews Department records and identifies technical and clerical errors.▪ Uses GIS to make notification maps and list as needed to send out decisions.▪ Performs other duties as business needs necessitate. |
| 7. | Supervision. <ul style="list-style-type: none">• This position is supervised by the Planning Director/Community Development Director or other management team members in the event that the Director is not available. |

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| 8. | Working conditions of position. Typical office setting, usual hours 8-5, Mon-Friday. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds. Travel within the county may occasionally be required. |
| 9. | List required special skills, licenses, certificates, etc. Knowledge of: <ul style="list-style-type: none">• County policies and procedures.• County, state and federal laws, regulations and ordinances governing planning, zoning, code enforcement, building, municipal services, urban development and rural development.• County land use and development regulations, zoning ordinances, and planning concepts and principles.• Standard and specialized computer software applications, including Geographic Information System (GIS), ORCATS/Helion, Microsoft Office, and Accela.• Principles of record keeping, case files, and records management.• Local community issues and regional community resources available to citizens. Skill in: <ul style="list-style-type: none">• Performing a variety of technical urban/rural planning functions.• Interpreting and applying complex development regulations, technical standards, review procedures, federal and state rules and regulations, and County policies and procedures.• Explaining complex planning and development regulations, policies, and procedures.• Checking designs, details, estimates, plans, and specifications for development plans and applications.• Presenting and justifying Department reports and information in public meetings.• Responding to public inquiries and providing information on departmental services, programs, policies, and procedures.• Maintaining accurate records, and performing complex mathematical calculations with skill and accuracy.• Communicating effectively verbally and in writing. Ability to: <ul style="list-style-type: none">• Represent the County in a positive manner, using tact and judgment in dealing with the public or staff from other agencies.• Promote County goals and priorities, and comply with all policies and procedures.• Establish and maintain harmonious working relationships with co-workers, citizens, developers, advocates, and regional agencies. Minimum Qualifications <ul style="list-style-type: none">• Associates degree in planning, geography or a related field and at least one year of planning and/or zoning experience with supplemental college course work in area of expertise of department; or• Two years' experience in Oregon Planning with a city, county or regional planning office. An equivalent combination of training experience may be accepted. <p style="text-align: center;">Position may be subject to a criminal background check</p> |
| 10. | Is operation of motor vehicle required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 11. | List equipment, tools, machines used in performance of duties. Skilled in use of current computer and software technology, telephone, copy machine, fax, scanner and other general office machines such as personal computer, laptop, copier, calculator, recording equipment. Must be familiar with Microsoft Word, Excel, Access, Helion/ORCATS, Accela and GIS. |

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| <ul style="list-style-type: none">▪ Reviews and evaluates development plans, permit applications, ordinances, and technical documents; verifies compliance with regional standards and regulatory requirements; reviews and updates maps and databases using Geographical Information Systems (GIS) software.▪ Analyzes a variety of current and long-range planning issues; updates and maintains Comprehensive Plan and related zoning ordinance or codes; develops and presents reports and recommendations.▪ Develops strategies to promote community development and land use consistent with community goals.▪ Prepares and maintains a variety of planning records and technical documentation.▪ Prepares and carries out pre-application meetings and provides follow-up reports.▪ Works with Citizen Advisory Committees.▪ Performs other duties as business needs necessitate. |
| <p>7. Supervision.</p> <p>This position is supervised by the Planning Director/Community Development Director or other management team members in the event that the Director is not available.</p> |
| <p>8. Working conditions of position.</p> <p>Typical office setting, usual hours 8-5, Mon-Friday. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds. Travel within the county may be required.</p> |
| <p>9. List required special skills, licenses, certificates, etc.</p> <p>Incumbents have acquired necessary technical knowledge, and have a greater degree of independence; incumbents apply considerable knowledge of the techniques and procedures required to manage planning projects independently, and have full responsibility for the completion of assigned residential development proposals.</p> <p>Knowledge of:</p> <ul style="list-style-type: none">• County policies and procedures.• County, state and federal laws, regulations and ordinances governing planning, zoning, code enforcement, building, municipal services, urban development and rural development.• County land use and development regulations, zoning ordinances, and planning concepts and principles.• Standard and specialized computer software applications, including Geographic Information System (GIS), ORCATS/Helion, Microsoft Office, and Accela.• Principles of record keeping, case files, and records management.• Local community issues and regional community resources available to citizens. <p>Skill in:</p> <ul style="list-style-type: none">• Performing a variety of technical urban/rural planning functions.• Interpreting and applying complex development regulations, technical standards, review procedures, federal and state rules and regulations, and County policies and procedures.• Explaining complex planning and development regulations, policies, and procedures.• Checking designs, details, estimates, plans, and specifications for development plans and applications.• Presenting and justifying Department reports and information in public meetings.• Responding to public inquiries and providing information on departmental services, programs, policies, and procedures.• Maintaining accurate records, and performing complex mathematical calculations with skill and accuracy.• Establishing and maintaining cooperative working relationships with co-workers, citizens, developers, advocates, and regional agencies. |

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- Communicating effectively verbally and in writing.

Ability to:

- Demonstrate courteous behavior when interacting with visitors and County staff.
- Promote County goals and priorities, and comply with all policies and procedures.

Minimum Qualifications

- Bachelor's degree in planning, geography or a related field preferred;
- Two years of planning and/or zoning experience with at least two years of supplemental college course work in area of expertise of department; or
- Five years' experience in Oregon Planning with a city, county or regional planning office.

An equivalent combination of training experience may be accepted.

Position may be subject to a criminal background check

10. Is operation of motor vehicle required? Yes No

11. List equipment, tools, machines used in performance of duties.
Skilled in use of current computer and software technology, telephone, copy machine, fax, scanner and other general office machines such as personal computer, laptop, copier, calculator, recording equipment. Must be familiar with Microsoft Word, Excel, Access, Helion/ORCATS, Accela and GIS.