

# COOS COUNTY JOB ANNOUNCEMENT

## Planner I Coos County Community Development

\$3,709 - \$4,315 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](mailto: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.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

## DESCRIPTION OF POSITION

Revision Date: April 2, 2024

1.	Current Classification Title: Planner I
2.	Working Title: Planner I
3.	Department: Community Development –Land Use/Planning Program
4.	Pay Grade: 416 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"/> AFSCME _____ Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? This position performs general and specialized land use related tasks under the Coos County Zoning and Land Development Ordinances and the County's Comprehensive Plan.
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"><li>▪ Provides across-the-counter information to the public regarding comprehensive planning and zoning ordinances. Responds to citizen questions in writing, over the counter, by phone or by email.</li><li>▪ Setup land use applications for processing and reviews for completeness.</li><li>▪ Reviews Application setups for all land use reviews.</li><li>▪ Reviews and issues decisions on all nondiscretionary land use applications.</li><li>▪ Drafts pre-application meeting reports.</li><li>▪ Reviews land use plans for compliance to allow a building permit to be obtained.</li><li>▪ Performs work as directed on special planning projects.</li><li>▪ Other duties as assigned or as business needs necessitate.</li></ul>
7.	Supervision. <ol style="list-style-type: none"><li>1. This position is supervised by the Planning Director/Community Development Director or other management team members when Director is unavailable.</li><li>2. This position does not supervise other employees.</li></ol>
8.	Working conditions of position. <ul style="list-style-type: none"><li>▪ 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.</li><li>▪ Regular and consistent attendance is required.</li></ul>
9.	List required special skills, licenses, certificates, etc.  Preference may be given to candidates with at least two years of relevant planning and/or zoning office experience. An equivalent combination of relevant college course work may be accepted. May consider candidates with legal office experience or four years' experience in office work in a progressively responsible nature.  Must be able to learn/utilize computer systems including use of newer office technologies. Must have good time-management skills; ability to prioritize tasks in a fast-paced environment.

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<p>Preference may be given to candidates with experience or knowledge of Oregon Statutes relating to planning or zoning, or GIS knowledge.</p> <p>Must be able to accept supervision and adhere to County and Department policies. Must comply with professional ethics, rules of conduct and confidentiality, privacy laws. Must be able to establish and maintain harmonious working relationships with other employees and maintain effective interpersonal relationships with co-workers, subordinates and other agencies. Must have ability to represent the highest public image of the Planning Department. Must maintain a positive attitude and represent the County and the Department in the community in a positive manner.</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 general office computer and software technology, telephone, copy machine, fax and other general office machines such as personal computer, laptop, microfiche, Xerox, cartographic tools, typewriter, calculator, recording equipment, overhead projector. Must be familiar with Microsoft Word. Training will be provided on software programs such as Excel, Access, Helion/ORCATS, Accela, and permitting software.