

# **LINN COUNTY CLASSIFICATION**

**TITLE: SENIOR PLANNER**  
**NUMBER: 350**  
**PAY RANGE: 19**  
**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**  
**NUMBER: 2000-289**  
**DATE: August 9, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform professional and supervisory planning work in the planning section. Work involves coordinating the planning efforts of subordinate staff and is directly involved in and responsible for assigned planning functions; insures the efficient flow of work within the section; may manage the department in the absence of the director.

SUPERVISION RECEIVED: Works under the direction of the Planning and Building Director who assigns work responsibilities and reviews work for results obtained and conformance to assignment.

SUPERVISION EXERCISED: Exercises supervision over planning section functions and assigned subordinate personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Interpret and apply state and local land use planning laws and ordinances to various development proposals; review the status of properties, roadways and all land use activities in relation to zoning and subdivision requirements.
2. Conduct research, compile and analyze field data and prepare staff reports on planning matters such as comprehensive plan amendments, exceptions to statewide planning goals, zone change requests, conditional use permits, variances, land divisions, appeals, etc. for presentation to the Board of County Commissioners and the Planning Commission at regular scheduled public hearings.
3. Develop and review new zoning, land division and other land development ordinances. Review court decisions and legal opinions for applicability to local situations.
4. Conduct research, compile and analyze technical field data, write the elements of the county's comprehensive plan or land development ordinances.
5. Prepare and present information and plans at public hearings and meetings of citizen groups, Planning Commission and the Board of County Commissioners.
6. Supervise the planning staff; assign and review research work and draft ordinance or plan provisions; jointly coordinate planning section efforts.
7. Evaluate the performance of assigned subordinate personnel.

8. Assist in the preparation of the Planning Department's budget.
9. Function as chief advisor to the Director on planning and administrative matters.
10. Prepare special reports on a variety of planning matters as needed.
11. Develop orders and ordinances to be adopted by the Board of Commissioners which establish the legal basis for county land use decisions.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

14. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the principles and procedure involved in land use planning, particularly within the State of Oregon, including the requirements of statewide planning goals and administrative rules. Considerable knowledge of research methodologies and statistical techniques. Considerable knowledge of those phases of geography, civil engineering, economics, sociology, and architecture which apply to planning. Thorough knowledge of government agencies and legal requirements pertaining to comprehensive land use planning. Considerable knowledge of supervisory and administrative principles and practices associated with budgeting and personnel administration.

Ability to perform research, compile and analyze technical data. Ability to prepare staff reports and present them in writing or orally in a clear and concise fashion. Ability to organize and draft zoning and land division ordinances in accordance with local needs and state requirements. Ability to communicate effectively both orally and in writing. Ability to assign, direct and provide professional guidance to subordinate staff. Ability to comprehend, interpret and apply pertinent comprehensive plan policy and land development ordinances. Ability to work with adverse groups and to work within the varied political and social environments encountered. Ability to establish and maintain effective working relationships with governmental agencies and officials, businesses, employees and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Three years of progressively responsible professional planning experience and a Master's Degree in planning or related field; i.e. Public Administration or Geography; or five years of professional planning experience and a Bachelor's Degree in planning or related field; or any satisfactory combination of experience, education and training which demonstrates the ability to perform the work described. At least one year of prior supervisory experience in planning required.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.