

# **LINN COUNTY CLASSIFICATION**

**TITLE: PLANNING MANAGER**  
**NUMBER: 355**  
**PAY RANGE: 21**  
**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**  
**NUMBER: 2000-290**  
**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; insure 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. Responsible for the planning section of the Planning and Building Department including:
  - a. Interpretation and application of state and local land use planning laws and ordinances to the various land development proposals.
  - b. Conduct of research and development of staff reports on all land use planning matters and for other planning studies.
  - c. Presentation of studies, plans and reports to the Planning Commission and Board of County Commissioners.
  - d. Development, update and administration of the Comprehensive Plan and the various land development ordinances.
  - e. Development of orders and ordinances to be adopted by the Board of Commissioners and which establish the legal basis for County land use decisions.
2. Supervise the planning staff of the Planning and Building Department. Assign specific duties and cases to the staff. Assure that these tasks will be carried out in a thorough and timely manner.
3. Make decisions on all land use cases which are considered to be staff actions. Determine which staff land use reviews will be referred to the Planning Commission for public hearing.

4. Review all work prepared by planning staff and assure that necessary revisions are made. Advise staff members on an ongoing basis with regard to their duties.
5. Supervise clerical staff providing planning services,
6. Prepare annual planning section work program for review and approval by the Department Director. Manage planning work program and is accountable to the Director for implementing it.
7. Assist the Director in development and management of the department budget.
8. Prepare and present reports related to planning cases and issues to the Planning Commission and Board of Commissioners. Typically, matters dealt with by the Planning Manager are those of a more complex or controversial nature.
9. Function as chief advisor to the Linn County Planning Commission.
10. Evaluate performance of assigned subordinate personnel, subject to Director review and approval.
11. Function as the chief advisor to the Director in consideration of planning and administrative matters affecting the department. Manage the department in the absence of the Director.
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: Four 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.