



OREGON

PLANNING MANAGER

\$69,432 - \$97,692

Plus Excellent Benefits

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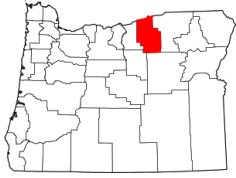
July 24, 2020

(First Review, Open Until Filled)

***P*ROTHMAN**



MORROW COUNTY



Nestled in Northern Oregon along the Columbia River, Morrow County is a collective combination of natural agricultural lands, abundant recreational activities, and vast forest, mountain, and river views. With a total population of roughly 11,603, Morrow County covers 2,049 miles of land which encompasses 5 incorporated cities, 11 unincorporated communities, and a ghost town.

The largest city in Morrow County is the City of Boardman. With a population of roughly 3,405, Boardman is known for its agriculture, food processing, livestock, and recreation opportunities. Due to its location adjacent to the Columbia River, Boardman residents and visitors enjoy river views with public access to sandy beaches, large grass parks, walking trails, and water activities with boat access through the Boardman Marina. Also located in Boardman is the SAGE (Sustainable Agriculture and Energy) Center; an interactive visitor and museum center which highlights the sustainability of the agriculture and energy industry. The center provides hands on exhibits of technology used by local industries and farmers to demonstrate the process of farm to table.



Also located in Boardman is the Port of Morrow, which serves the community with 4 industrial parks and is prominently known as a food processing center. The Port of Morrow (Port) is the second largest Port (behind the Port of Portland), and is likely the largest single owner of vacant industrial land within the State of Oregon. The Port contributes to the economic competitiveness of Oregon and the United States by serving as the main point for freight distribution, export and value-added production of agricultural products (grains, root vegetables, cattle, and milk/dairy products) that are primarily grown in Oregon, Washington, Idaho, Montana, and Wyoming.



Over the past several years, the Port of Morrow succeeded in diversifying the local/regional economy by accommodating state-of-the-art clean energy production facilities as well as high technology data centers. Economic sectors now served by the Port of Morrow include agriculture, food processing, livestock, transportation, warehousing, and freight distribution, information, advanced communications, energy, waste management, and recreation.

To the south of Boardman in the foothills of the Blue Mountains in central Morrow County, the County seat of Heppner offers small town living, affordable housing, a mild climate, and close access to outdoor activities. Locals enjoy recreation all year long, especially during the colder months when cross country skiing, snowshoeing, and snowmobiling are possible. The City's close proximity to the Umatilla National Forest and major Morrow County parks allow for activities to extend year-round to include hiking, golfing, fishing, camping, boating and more.

Just 33 miles south of Hepper is Morrow County's OHV (Off Highway Vehicles) Park, which offers visitors 9,000 acres of recreational wonderland. The park offers multiple camp site areas, children's playgrounds, vast trails for quads, motorcycles and other off-road vehicles, fishing ponds, hiking trails, a golf area, mud pit, public shower and restroom areas, and on-site park staff. Other major Morrow County parks such as Cutsforth Park and Anson Wright Park also offer an abundance of RV camping locations, trail systems for hiking and off-roading, and many BBQ and picnic areas.

THE ORGANIZATION

Operating from offices in the city and county seat, Heppner, Morrow County is governed by a three-member Board of Commissioners serving overlapping four-year terms. The Commissioners serve as the Executive Branch and perform legislative and quasi-judicial functions of the County. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, and appointing non-elected officials, boards, commissions, and committees. Morrow County employs approximately 121 FTEs and operates on a 2020 budget of \$50,299,189 including a \$989,499 Building Permit Reserve Fund and \$18,095 for the Columbia River Heritage Trail: A Community Millennium Trail. County departments include: Assessment & Tax, Clerk/Elections, County Administration, District Attorney, Fair Office, Finance, Human Resources, Justice Court, Juvenile Department, Planning, Public Health, Public Works, Sheriff, Surveyor, The Loop – Public Transit, Treasurer, and Veterans Services.

THE DEPARTMENT

Operating on a budget of \$377,323 with 2 FTEs and 2 PTEs, the Planning Department oversees, and guides land uses in all unincorporated portions of Morrow County outside the city limits of Boardman, Heppner, Lone, Irrigon and Lexington. Department functions include public service, development review, and both short and long-range planning. Collectively, the Planning Department provides technical assistance and information to the public and local officials, administers the county land use regulations, supports a variety of planning-associated programs, and generates citizen interest, input, and participation in the planning process. A primary role of the Department is administering the Morrow County Zoning and Subdivision Ordinances where focus is placed on compliance with state and local laws. Long-range planning, or future planning, includes projects and proposed amendments to current plans and ordinances. The Department is also responsible for managing the Comprehensive Plan, Natural Hazards Mitigation Plan, and various transportation system plans, and a variety of special projects. The Department also works with a Planning Commission that implements and maintains the Comprehensive Plan, Transportation System Plan, Subdivision Ordinance and Zoning Ordinance.



THE POSITION

Under the general supervision of the Community Development Director, the Planning Manager performs a variety of routine and complex administrative, technical and professional work in the current planning program and long-range planning program of the County related to the development and implementation of land use plans and policies. Duties include responding to inquiries from the public; accepting and process applications of quasi-judicial and legislative actions; completing staff reports and making presentations to the Planning Commission and Board of Commissioners; leading special long-range planning projects and sharing administrative tasks. The Planning Manager may function as the Decision Maker in the absence of the Community Development Director. For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

1. Collaborating with the County's largest employment center in the State's second largest port, Port of Morrow.
2. Working with community leaders to develop an effective strategy to increase residential development throughout the County's population centers.
3. Evaluating current organizational structure of the department and assisting the Director in developing a strategic plan for the department.



IDEAL CANDIDATE PROFILE

Education and Experience:

A Bachelor's degree in planning, landscape architecture, geography or a related field is required. A Master's degree is preferred. Candidates must also have three (3) years of experience with a Master's degree, or five (5) years of experience with a Bachelor's degree preferably in a city, county or other planning office which includes two (2) years of supervisory or management experience. Candidates must have a valid Oregon driver's license by time of hire. Any satisfactory equivalent combination of education, experience and training will be considered.

Necessary Knowledge, Skills and Abilities:

- Knowledge of land use planning procedures, regulations, and processes and the ability to establish effective working relationships.
- Knowledge of personal computers and the ability to use the department's software including: Word Perfect, Word and Excel. Proficiency utilizing the Internet is also necessary.
- Ability to read, understand, and effectively apply complex rules and regulations, including local ordinances and state statutes.
- Ability to work in an efficient and timely manner to meet statutory timelines.
- Effective use of oral and written communication in the performance of duties and responsibilities.

- Ability to respond appropriately with difficult, uncomfortable, and controversial situations.
- Ability to exercise independent judgement.
- Ability to learn and implement County procedures, regulations, and requirements with respect to procurement, budget, safety, operations, and organization.
- Ability to work in a team-oriented environment.
- Must possess strong communication skills.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

- **\$69,432 - \$97,692 DOQ**
- Medical, Vision and Dental benefit options
- Life Insurance
- LTD and AD&D
- Vacation Leave
- Sick Leave
- 9 Paid Holidays
- 401(a) Retirement Plan
- Voluntary employee contribution to deferred compensation; AFLAC products

Please visit:

www.co.morrow.or.us

Morrow County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 24, 2020** (first review, open until filled). Applications will only be accepted electronically via the Prothman JobBoard. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Morrow County, OR – Planning Manager**", and click "**Apply Now**", or click [here](#).



www.prothman.com

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