JOB DESCRIPTION

Date Prepared: November 2019

Position Title: Planning Manager

Department: Planning Department

Supervisor: Community Development Director

Position Overview: This classification performs management and supervisory duties in the planning department including quality control, policy consistency and direction, work programming and conflict resolution. 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 for 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 share administrative tasks. The Planning Manager may function as the Decision Maker in the absence of the Community Development Director.

Qualifications:

1. Education - Bachelor's degree in planning, landscape architecture, geography or a related field. Master's degree preferred.
2. Experience - Three years of experience with a Master's degree; or five years of experience with a Bachelor's degree preferably in a city, county or other planning office which includes two years supervisory or management experience, or any satisfactory equivalent combination of education, experience, and training.
3. A valid driver's license.
4. Knowledge of land use planning procedures, regulations and processes.
5. The ability to establish effective working relationships.
6. Knowledge of personal computers and ability to use the department software including: Word Perfect, Word and Excel. Proficiency utilizing the Internet is also necessary.
7. Ability to read, understand, and effectively apply complex rules and regulations, including local ordinances and state statutes.
8. Ability to work in an efficient and timely manner to meet statutory timelines.
9. Effective use of oral and written communication in the performance of duties and responsibilities.
10. Ability to respond appropriately with difficult, uncomfortable and controversial situations.
11. Ability to exercise independent judgment.
12. Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

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Job Duty Outline:

A. Prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations

B. Represent the planning department at planning commission and Board of Commissioner meetings serving as a professional primary liaison to the planning commission.

C. Provide information and assistance to the general public, realtors, investors, lawyers, regulatory agencies, and elected officials on questions about a wide variety of land use issues, from the simple to the complex.

D. Review zoning permits; farm agricultural exempt building permits; floodplain development permits; and land use compatibility statements for residential actions, various water right actions, DEQ actions pertaining to air, water or soil quality, and DOGAMI actions.

E. Type II and III Decisions to be processed include land partitions, subdivision, conditional use permits including non-farm dwelling requests, site plan review, and variances.

F. Participate in statewide planning issues including representing the county before state agencies. Provide a county perspective in the development of statewide rules effecting the administration of county planning.

G. Legislative decisions including but not limited to, the maintenance of the Transportation System Plan, Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance and other plans and ordinances.

H. Present to the Planning Commission or Board of Commissioners as part of a public hearing or meeting.

I. Complete any required Farm or Forest Reports for reportable actions on resource lands.

J. Complete preliminary plat review, working closely with Planning staff doing GIS work, to assure Planning requirements have been met. Compose necessary review letters.

K. Complete tasks associated with scheduling and preparation for Planning Commission meetings. Included are the following tasks:

1. Create and maintain the Planning Commission meeting checklist.
2. Compose the Public Notice and the Agenda for the Planning Commission meetings.
3. Assist in the preparation and mailing of the adjoining property owner and agency mailings prior to each Planning Commission meeting.
4. Taking the Planning Commission meeting minutes and preparing them for approval at the next Planning Commission meeting.
5. Set the annual Planning Commission calendar, including securing meeting rooms.
6. Assist with preparation for Planning Commission and Board of Commissioners public hearings, including preparation of the sign in sheet and assuring all meeting materials are available.
7. Maintaining the Planning Commission notebook after each meeting and the annual filing of meeting agendas and minutes.

L. Maintain the history of the Zoning Ordinance and other Plans or Ordinances.
M. Working with other Planning Department staff maintain the filing systems to assure organization of various planning records, including property files.
N. Working with the Sheriff's Office and the Code Enforcement Officer, maintain the Code Enforcement Ordinance and assist in the enforcement of codes and plans.
O. Participate and attend various Lower Umatilla Basin Groundwater Management Area (LUB GWMA) advisory or other subcommittee meetings, and assist Planning staff in completing staff reports or other work within the defined LUB GWMA.
P. Coordinate with Water Resources or other organizations knowledgeable about the Critical Ground Water Areas designated within Morrow County, and then assist Planning staff in completing staff reports or other work within the various defined CGWAs.
Q. Update and maintain provisions relating to rural addressing, road names, and road vacations from a land use planning perspective.
R. As the Planning Manager, be able to complete the job duties of the Senior Planner and Planner I positions.

Working Environment: The work environment characteristics described here are representative of those a Director encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Essential Job Functions:

Physical:
Ability to work at a computer screen for long periods of time, ability to sit, stand, read and have moderate, rapid finger, hand and arm movement for extended periods of time. The ability to walk on uneven surfaces and/or drive on rough terrain.

Mental:
This position is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under challenging, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.