

Jefferson County

Position Description

Position: Planning Services Manager	FLSA: Non-exempt
Department: Community Development	Salary Grade: Grade 31
Bargaining Unit: Non-Represented	Status: Full Time (1.0 FTE)

Summary

This position reports directly to the Community Development Director. The position performs professional, current, and long-range planning and is responsible for assisting the Director in planning, directing, managing, supervising and overseeing the activities and operations of Planning Department. Responsible for interpreting, developing and enforcing state and county land use laws, administrative rules, and ordinances. Serves as the County's designated planning director (ORS 215.042). As assigned, or on own initiative, develops detailed recommendations for the Department Director on all phases of planning operations and administration, including budgeting, personnel actions, setting priorities, dealing with outside groups and agencies, etc. Work involves a variety of technical and analytical functions relating to city and county comprehensive land use plans, land use permit applications, and policies and procedures adopted by the planning commission and the Board of County Commissioners. Works independently in preparing staff reports which are reviewed by the Department Director and County Counsel.

Distinguishing Characteristics

Coordinates the development review process and performs a variety of planning projects. This position will assist the Community Development Director in managing and administering the day-to-day activities of the Planning Department; supervises all Planners. Responsibilities include performing and directing many of the department's day-to-day administrative functions. Position is responsible for developing clear; useful, well-founded summaries, conclusions, and recommendations for land use based on the application of modern analytical methods used in the field of rural or community planning. Scope, depth, and complexity of assignments require a broad understanding of the factors that influence rural development and community development as well as the ability to conduct highly involved qualitative and quantitative analysis of such phenomena. May experience confrontational and hostile counter or field situations. Supervision and guidance are intermittent and are accomplished through conferences and review of results. Incumbent exercises considerable latitude in choosing approaches to problems that do not lend themselves to obvious or well established precedent procedures and in developing interpretations and conclusions.

Essential Duties and Responsibilities

- Functions as part of a cohesive leadership team in the Community Development Department and functions as a supervisory leader of the Planning group.
- Assists in assuming full management responsibility for planning department services and activities and recommends and administers policies and procedures.
- Performs research studies, composing and analyzing statistical, economic and other data.
- Performs and/or manages complex private development and public land use projects involving considerable interaction with developers, agencies, civic groups and special interests.
- Negotiates solutions to project problems.
- Identifies opportunities for improvement and directs the implementation of changes.
- Directs Planning Department staff's activities and assignments.
- Under the guidance of the Community Development Director, manage, discipline and train planning staff.
- Works with employees to correct deficiencies; responds to staff questions and concerns.

- Assists Director in managing an ongoing effort to ensure that property owners and developers are properly informed, counseled, and advised in relation to the Comprehensive Plan, associated zoning ordinances, subdivision ordinances, and interpretation of special ordinances.
- Reviews proposed land use applications requiring quasi-judicial review by the Planning Commission.
- Counsels applicants, explaining purpose of and procedure for application.
- Counsels the public in relation to problems, questions, and complaints regarding land use, land development, and zoning. Knowledge of procedures and practices allows incumbent to respond to difficult or complex situations by providing proper instruction, valuable opinions, and suggestions for changes, as applicable.
- Performs field investigations and gathers, analyzes, interprets, evaluates, and reports upon various land use and land characteristic data related to development proposals or ordinance violations. As necessary, coordinates and assists local, state, and federal agencies in the review of proposals and violations.
- Reviews developmental permits and general plan interpretations.
- Provides supervision of Planning counter assistance for the public and prepares notifications and bulletins to this end. Composes correspondence to affected individuals regarding actions of Planning Commission and Board of County Commissioners.
- Researches and examines legal records pertaining to properties.
- Conducts research and develops recommendations related to new and revised zoning and land use ordinances. Works with municipalities making revisions to their comprehensive plan and implementing ordinances.
- Reviews and processes various land use permit applications such as; conditional uses, variances, zoning changes and land partitions.
- Participates in developing recommendations to the Board of County Commissioners and Planning Commission concerning large scale and multi-use land development programs. Contacts officials of state and federal agencies for assistance in such programs, as required. Prepares supporting materials for requests for state and federal funding and helps maintain intergovernmental coordination.
- Prepares staff reports on applications for use by general public and planning commission.
- Presents staff reports to Planning Commission or Board of County Commissioners.
- Represents the Department or County at regional or state meetings involving land use including transportation systems.
- Prioritizes projects with very difficult deadlines.
- Reviews applicable standards at customer comprehension level.
- Regular attendance is an essential function of the position during determined office hours of the Community Development Office and scheduled Planning Commission Meetings.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

Knowledge of computers, measurement and survey instruments, business administration, office procedures and supervisory techniques, as well as state and local ordinances and statutes. Thorough knowledge of the mathematical and statistical analytical methods and techniques applied to planning. Provides a high level of customer service and community-oriented problem solving. Skill in organizing, leading and motivating groups and committees concerned with planning.

Abilities

Ability to develop and maintain productive, harmonious relationships with community groups, officials, other county departments, and the general public. Ability to give formal presentations to internal groups and the general public. Working knowledge of computers, website editing/maintenance, and word processing/spreadsheet software and/or ability to learn. Ability to convey technical concepts to others. Ability to devise and conduct highly complex and detailed research and analysis projects. Ability to resolve conflicts and

assume a leadership role to ensure that departmental efforts are effectively directed toward achieving overall county goals. Ability to work outside normal working hours. Ability to orchestrate and perform research, compile information, conduct analyses, and compose comprehensive and detailed administrative and community planning reports.

Physical Abilities

Ability to work at a computer screen for extended periods of time. Ability to sit and stand for long periods of time occasionally. Requires sufficient visual acuity to read letters, numbers, and detailed maps; hearing and speaking ability to conduct formal presentations to large audiences; hand eye coordination to operate common business equipment such as personal computers. Ability to lift up to 50 lbs. as necessary.

Education and Experience

Bachelor’s degree with major course work in planning, public administration, geography or related field and four years of work experience in Planning with Oregon Land Use experience preferred. Two years of lead work or supervisory experience is desirable, but not required or a satisfactory combination of education and experience, as determined by the hiring authority, that demonstrates the ability to successfully perform the essential duties and responsibilities of this position.

Licenses and Certificates

A valid Oregon driver’s license with an acceptable driving record. Certified Floodplain Manager (CFM) from the Association of State Floodplain Managers or an American Institute of Certified Planners (AICP) certification preferred.

Working Conditions

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials.

Probationary Requirement

This position is based on the successful completion of a twelve-month probationary period.

Modified on: August 8, 2025

Employee Signature

Date Signed

Supervisor Signature

Date Signed