



## PLANNING SERVICES MANAGER

**\$98,484 - \$125,878**

*Apply by*  
**September 21, 2025**  
*(First Review. Open Until Filled.)*

***P*ROTHMAN**



## WHY APPLY?



Nestled in the heart of River Canyon Country in central Oregon, Jefferson County's exceptional climate enables residents and visitors to enjoy a multitude of outdoor

activities, from water sports to golf and wine touring year round.

Jefferson County is seeking a skilled planning professional to lead with a focus on strategic direction, results, and accountability. This is an excellent opportunity for an experienced leader in land use and community planning to make a meaningful impact in a region known for its spectacular natural beauty and exceptional quality of life. The ideal candidate will bring strong interpersonal and leadership skills, along with the ability to navigate complex planning challenges and deliver effective solutions.



## THE REGION

Jefferson County (Pop. 25,447) is located in Central Oregon in a high desert climate east of Mount Jefferson and Mount Hood. Jefferson County's seven largest communities - Madras, Metolius, Culver, Warm Springs, Three Rivers, Camp Sherman and Crooked River Ranch - are unique and share a common desire for a vibrant future. Jefferson County's largest city is Madras (Pop. 7,982 and serves as the County seat and gateway to Central Oregon's vast selection of outdoor recreational opportunities. Jefferson County's low-humidity climate offers over 300 days of sunshine and only receives 13 inches of precipitation per year. Although the climate is dry, the area is home to a vast variety of agricultural crops that thrive in dry sunny days and cool evenings.

The Cove Palisades State Park offers over 4,000 acres of surface area for boaters surrounded on both sides by massive basalt rim rock canyon walls. Madras is also located within 70 miles of four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) and 30 different golf courses. The local area offers plenty of opportunities for hunting, hiking, fishing, camping and boating.

The community offers a hospital, library, community college branch campus, modern movie theater, drag strip, authentic Mexican restaurants, world famous Erickson Aircraft Museum, mountain biking and horseback trails, circle track, skateboard park, 600-seat performing arts center, and an indoor aquatic center. Madras is located just 30 miles from Redmond, which has a regional airport that offers direct departures to Burbank, Denver, Las Vegas, Los Angeles, Palm Springs, Phoenix, Portland, Santa Rosa, Salt Lake City, San Diego, San Francisco, and Seattle. Only 40 miles to the city of Bend makes it easy access to major shopping, specialized medical care and other amenities.

## THE COUNTY

Jefferson County is a general law county that is governed by three part-time County Commissioners who each serve four-year terms. The Commissioners have appointed a County Administrative Officer who coordinates the day-to-day activities of the organization and helps ensure compliance with County policy.

The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, appointing non-elected officials, boards, commissions and committees, and overseeing the operation of County departments with appointed department heads.





The County has an elected Assessor, Clerk, District Attorney, Sheriff, and Treasurer. Other non-elected major departments include Public Health, Buildings & Grounds, Community Development, Finance/Tax, Public Works, Juvenile Justice, and Adult Probation. Other appointed officials include the County Administrative Officer and County Counsel. The County operates with 152 FTEs on a 2024 adopted budget of \$79.7 million. Jefferson County is in a strong financial position and completed construction of a new courthouse in 2017 and a new Public Health Building in 2022 adjacent to the Hospital in partnership with Mosaic Medical (a non-profit FQHC). The administrative structure of Jefferson County is used by other medium-sized counties in Oregon as a model of efficiency and effectiveness when they consider organizational change.

### THE DEPARTMENT & POSITION

The Community Development Department operates with 12 FTEs on a \$2.7 million budget. Reporting directly to the Community Development Director, the Planning Services Manager 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.

This position is responsible for interpreting, developing, and enforcing state and county land use laws, administrative rules, and ordinances, and serves as the County's designated Planning Director. The Planning Services Manager develops detailed recommendations for the Department Director on all phases of planning operations and administration, including budgeting, personnel actions, priority setting, and coordination with external groups and agencies.

This role involves a wide range of technical and analytical functions related to comprehensive land use plans, land use permit applications, and policies and procedures adopted by the Planning Commission and the Board of County Commissioners. The Planning Services Manager works independently to prepare staff reports for review by the Department Director and County Counsel.

For a full job description and to view the full scope of responsibility for the position, please view the attachment found [here](#) or on [www.prothman.com](http://www.prothman.com).

### OPPORTUNITIES & CHALLENGES

1. The County has purchased 350 adjacent acres west of the Madras Airport, owned by the City of Madras, for future economic development opportunities over the next 10-15 years. The new Planning Services Manager has the potential to work in Economic Development for the County and will play an important role in the planning of this project that is motivated by job creation. The City and County have completed the first step in bringing 195 acres into the UGB and City Limits under the "Regional Large Lot Industrial Program" that is unique to Central Oregon.
2. The Planning Services Manager will have the opportunity to balance economic development with natural and resource land protection.
3. Assisting in modernizing processes and planning documents, guided by the vision of the County Commissioners. The incumbent will find creative ways to foster meaningful public engagement.
4. The new Planning Services Manager must be able to balance the pressure of development and the control of development in such a way that applicants can achieve successful projects to address their needs and to maintain safety and Jefferson's quality of life.
5. Making customer service the center point of the work and striving to reach a very high rate of satisfaction in the department will be a challenge. The Planning Services Manager is expected to approach applicants from a "you can do it, here's how" perspective versus "You can't do it, here's why" in such a way that it is instilled in the department's culture.





## IDEAL CANDIDATE PROFILE

### Education and Experience:

A bachelor's degree with major course work in planning, public administration, geography or related field and four (4) years of work experience in Planning with Oregon Land Use experience is preferred. Two (2) years of lead work or supervisory experience is desirable, but not required.

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

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 will be considered.



### Necessary Knowledge, Skills and Abilities:

- Knowledge of state and local ordinances, statutes, zoning laws, subdivision regulations, and administrative rules related to land use planning, as well as applicable mathematical and statistical analysis methods.
- Knowledge of planning principles, methods, and best practices for managing private development and public land use projects, including inter-governmental coordination with local, state, and federal agencies.
- Knowledge of computers, website editing/maintenance, measurement and survey instruments, business administration, office procedures, and supervisory techniques.
- Skill in leading, motivating, and supervising staff; organizing and facilitating groups and committees; and providing high-level customer service in a community-oriented setting.
- Skill in preparing and presenting clear staff reports and formal presentations to decision-making bodies and the public.
- Ability to function as part of a leadership team while overseeing planning services, recommending policies, and managing personnel performance, training, and discipline.
- Ability to manage multiple complex projects with competing priorities and deadlines.
- Ability to conduct research, perform statistical and economic analyses, and prepare comprehensive planning reports.
- Ability to negotiate solutions, resolve conflicts, and facilitate consensus among diverse stakeholders.
- Ability to convey complex technical and regulatory concepts in clear, understandable terms.
- Ability to review and process a variety of land use applications and ensure compliance with ordinances and regulations.
- Ability to identify operational improvements and lead the implementation of changes.
- Proficiency in, or ability to learn, word processing, spreadsheet, and planning-related software, and willingness to work outside normal business hours when required.
- Ability to build and maintain strong working relationships with elected officials, community groups, developers, agencies, and the public.

## COMPENSATION & BENEFITS

- **\$98,484 - \$125,878 DOQ**
- Medical, vision and dental coverage (current employee cost share for family coverage is \$137/month.)
- HRA VEBA employer contribution
- Vacation starts at 14 days per year. Increases with longevity up to 26 days per year.
- Administrative Leave (2 hours per month.)
- Sick leave.
- New employees are front loaded with 6 months' worth of vacation and sick leave on their first day of employment.
- 12 paid holidays each year, including Christmas Eve when the 24th falls on a Tuesday, Wednesday, or Thursday (11 standard holidays plus the conditional 12<sup>th</sup>.)
- Cell phone allowance (up to \$55/month.)
- Oregon PERS Retirement (employer/employee participation varies.)
- 457 Deferred Comp Plan Available.
- Discounted air/ground ambulance memberships.
- Flexible Spending Program.
- Employee Assistance Program.
- Voluntary Benefits through Aflac and American Fidelity.



**For more information on  
Jefferson County and the local  
community, please visit:**

**[www.jeffco.net](http://www.jeffco.net)**

**[www.madraschamber.com](http://www.madraschamber.com)**

Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 21, 2025** (applications reviewed as submitted, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Jefferson County, OR – Planning Services Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.



**[www.prothman.com](http://www.prothman.com)**

206.368.0050