

PLANNER III

Class Code: 373

Range: E/26

Definition: Under management direction, to coordinate current and comprehensive planning activities; to review and approve complex development proposals and planning projects for compliance with local and state regulations; to interpret and implement ordinances for conformance with state and county planning goals and regulations; to compile and prepare final reports descriptive of department projects and recommendations; to provide general assistance to the public on land use issues and regulations and to perform related work as required.

Distinguishing Features: The Planner III is an advanced journey level in the Planner series. Incumbents possess a significant level of specialized expertise beyond that expected at the journey level and exercise independent judgement in their performance of duties with only occasional instruction or assistance. Work is normally reviewed only upon completion and for overall results. The employee may receive general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Employee provides technical supervision in project management and may be expected to provide limited supervision to subordinate clerical or technical staff; however, supervisory responsibilities are ancillary to the main intent and focus of the position.

Examples of Important and Essential Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned:

- Coordinate current planning activities; schedule and monitor the work of division personnel as assigned by Program Manager and Director.
- Assist Planning Director and Program Manager with program evaluation.
- Review major and minor development proposals, commercial site plans, comprehensive plans, map amendments and other documents for completeness, feasibility and compliance with applicable codes, regulations and ordinances; facilitate plan review for developers.
- Assist the public reviewing, analyzing and approving simple to complex over-the-counter permits.
- Manage a case load containing higher order cases; facilitate the processing of planning applications; coordinate with other divisions and departments; communicate with customers on a regular basis; assist other technical staff with case management.
- Prepare reports, maps and other graphic display materials descriptive of department research and recommendations; prepare plans and ordinances as part of the county's planning program; collect, maintain and update complex data and inventories.
- Receive and respond to public inquiries regarding planning projects and goals, codes and land use matters; provide statistical information in response to inquiries from the general public and other agencies.
- Assist Planning Commissions, Hearings Officer, Board, committees, community organizations, etc. as required; attend and/or conduct related meetings and make presentations as requested and assigned.
- Provide training and public education programs to various groups, department staff and commissions as requested.
- Coordinate projects with other agencies and private services.
- Prepare orders and ordinances for approval.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties:

- Perform general clerical duties as necessary, including duplicating documents and maps, filing documents, compiling records; typing reports and correspondence, completing forms, preparing mail, etc.
- Perform related duties as assigned.

Qualifications:

Minimum Qualifications: A Bachelor's degree from an accredited college or university in planning or related field, supplemented by three years of professional planning experience. A Master's degree in planning, geography or related field may be counted as one year of experience.

Knowledge, Skills and Abilities: Position requires extensive knowledge of the principles and practices of planning, design, development and administration; general knowledge of landscape design, architecture, geography, sociology and economics; extensive knowledge of applicable codes, regulations and laws; and knowledge of the procedures for public hearings. May require knowledge of historic preservation planning procedures and regulations for the protection of resources. Position requires ability to understand and interpret mapping information; ; ability to make independent decisions; ability to negotiate effectively; understand and use practical and advanced levels of mathematics to measure, interpret, analyze and determine relationships and proportions of land uses and features; interpret and implement zoning ordinances and other development ordinances; exercise initiative and professional judgement when carrying out duties; plan and coordinate the work of others; provide technical supervision on individual projects; understand and carry out oral and written directions; operate office equipment including a computer and peripheral equipment, calculator, camera, engineering and architect's scales and drafting instruments; prepare clear and concise recommendations and reports related to planning activities; read and understand ordinances, maps, architectural plans, and technical and statistical reports; communicate effectively and persuasively, both orally and in writing; prepare and make effective public presentations; establish and maintain cooperative, professional and courteous working relationships with staff members and those contacted in the course of work; interpret and explain department policies and procedures and land use codes and regulations as necessary.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to exert some physical effort, as in standing, walking and light lifting; requires sufficient hand-eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry and/or use of calculators, ten-key adding machine or other office equipment or supplies. Tasks require visual and color perception and discrimination as well as oral communications ability. Requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

License or Certificate:

Requires possession of a valid, appropriate Oregon driver's license and a good driving record.