



Planning/Building Specialist

Class code: 170

Employee Group: SEIU

Salary Range: 19

I. Position Summary

Under general supervision, to direct and assist the public in seeking planning and building services, preliminarily assessing customer needs, answering questions, providing education and routing customers to planning or other appropriate agency professionals; and, to perform related duties as required.

II. Distinguishing Features

This is a journey level classification. Incumbents work within a framework of established procedures and must possess a broad knowledge of planning and building permitting and application requirements. Incumbents are expected to perform their duties with only occasional instruction or assistance, provide a high level of problem solving and customer service, and answer a variety of planning, building, and code enforcement questions from the public. Incumbents screen customer issues, identify their needs and refer those questions that are better answered by an appropriate planning or building professional.

III. Examples of Essential Position Duties

- Provides initial customer contact; assists developers, contractors and property owners with planning and building permits and questions; provides education to the public regarding the planning and building process.
- Determines customer needs and goals based on submitted information and inquiries to the customer. Answers a variety of questions regarding the planning and building process when appropriate and routes technical questions to planning and building professionals.
- Identifies and provides appropriate application forms; reviews select building application forms for completeness.
- Assists customers with issuance of permits including building, electrical, mechanical, and planning.
- Assists customers with routine zoning authorization and the scheduling of appointments with other staff.
- Researches computer files for planning, building, and code enforcement information to determine the best process and utilization of staff.
- Assesses a variety of data from multiple sources such as maps, manuals and diagrams.
- Makes recommendations and prioritizes projects within applicable time frames.
- Processes paperwork, files and performs data entry.
- Performs research and creates maps for planning applications.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

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IV. Knowledge, Skills and Abilities

Preference will be given to those with knowledge of State of Oregon building codes and State of Oregon land development ordinances. Requires knowledge of modern office practices and procedures including filing; operation of a variety of office machines and other equipment including computers and peripheral equipment, architect and engineer scale, drafting tools, ten-key adding machine, copier, and fax; knowledge of applicable codes, regulations and policies. Must be able to use basic arithmetic to calculate fees and compute square footage, lot size, distances, percentages of improvements and soil types; convert measurements and compare geographic data from multiple maps using different scales; and perform other computations required in area of assigned work. Basic principles and techniques of researching, compiling and analyzing technical data is needed. Requires ability to read, understand and apply information obtained from a variety of written materials and sources including maps, manuals, diagrams, deeds, plans, architectural drawings, codes, statutes, policies and procedures. Ability to provide excellent customer service, type and effectively communicate technical information. Must be able to use good judgment in the interpretation of ordinances and make appropriate process recommendations; follow oral and written instructions; work under minimal supervision and carry out assigned tasks independently as knowledge and experience is gained; prioritize work to meet established deadlines; establish and maintain cooperative working relationships with those contacted in the course of work; and instruct others concerning policies and procedures.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- Five years of experience, preferably in Oregon, with planning or building regulations. At least one year must include significant experience working with the public; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Possession of an International Code Council Permit Technician certification within one year of appointment.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Ability to work in an office environment; to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert physical effort in sedentary to light work involving moving from one area of the facility to another, reaching, kneeling, climbing of stairs and standing as well as sitting for extended periods of time. Requires exerting up to 20 pounds frequently, 50 occasionally, of force to move objects. Requires sufficient strength and coordination for lifting, pushing, pulling and/or carrying the weight of equipment as well as sufficient hand/eye coordination to perform semi-skilled repetitive movements such as operating office equipment. Requires the ability to operate a motor vehicle. Sensory requirements include sound and visual perception and distinction, as well as oral communications ability.

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Working Environments

Work is generally performed in an office environment and may include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 9/16