

Union County

Job Description

Job Title: Associate Planner

Department: Planning

Approved by: Planning Director

Date: August 21, 2023

POSITION SUMMARY:

Administers Union County and State of Oregon land use regulations serving as the primary customer service contact for initial inquiries.

Essential Job Functions:

- Courteously and accurately answer citizen and public agency inquiries.
- Research applicable land use regulations and property ownership records.
- Explain and assist with land use application preparation.
- Prepare staff reports for land use applications.
- Conduct onsite inspections.
- Land use regulation enforcement.
- Present information in writing and orally at day time and evening public hearings.
- Conduct research for natural resource property information such as identifying floodplain designations, wetland delineation, soil classifications and other data from existing information sources.
- Assist with long range and general land use planning tasks affecting incorporated cities and the unincorporated county area.
- Staff support to the Union County Planning Commission.

Auxiliary Job Functions:

Assigns rural addresses and participates in special projects as assigned to the Planning Department by the County Board of Commissioners and Administrative Officer.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

Job Qualification Requirements:

Mandatory Requirements:

Ability to work as a team player with the ability to establish and maintain harmonious working relationships with other employees, departments, and the general public; meet and respond to public and private officials in a courteous, effective manner; and exercise good judgment, courtesy, and tact in public contacts.

Skilled in working with computers and multiple common office software and office equipment, proper use of grammar, spelling and punctuation and must have or obtain by hiring date a valid Oregon driver's license. Must be able to conduct site inspections, visual inspections and attend evening meetings.

Bachelor's degree with major course work in planning, geography or related field; two years' experience in land use planning; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the duties above. Basic knowledge of GIS operations, ability to accurately file and retrieve documents both hard copy and digital and the ability to read maps and legal descriptions is required.

Physical Demands of Position:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects and tools. The position requires mobility, manual dexterity, and coordination for over 75% of the work period while operating equipment such as computer keyboard, telephone console, calculator, etc. Duties may involve moving materials weighing up to 20 pounds on a regular basis, driving a car and physically inspecting property.

Working Conditions:

The majority of duties take place in an indoor office with usual office working conditions. Outdoor travel between county buildings is required for a short period each day. The noise level in the work environment is typical of most office environments.

Supervisory Responsibilities:

Supervise office operations and personnel in absence of the Planning Director.

Supervision Received:

Works under the general supervision of the Planning Director.