



UNION COUNTY BOARD OF COMMISSIONERS

Donna Beverage Commissioner
Paul Anderes, Commissioner
R. Matthew Scarfo, Commissioner

Shelley Burgess, Administrative Officer

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NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: Associate Planner
Union County Planning Department

OPENING DATE: August 21, 2023

CLOSING DATE: September 29, 2023 4:00 PM

FTE: .90 FTE (34 hours/week)

SALARY: Range 18 (\$4,419 - \$5,999/month) with benefits

Administers Union County and State of Oregon land use regulations including courteously and accurately answering citizen and public agency inquiries, researching applicable land use regulations and property ownership records, explaining and assisting with land use application preparation, preparing staff reports for land use applications, conducting onsite inspections, land use regulation enforcement, rural addressing, and presenting information in writing and orally at day time and evening public hearings.

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. 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.

See job description for additional duties and requirements.

APPLY: Union County Administrative Office
1106 K Avenue
La Grande, OR 97850

Union County Employment Applications may be found at <http://union-county.org>

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER