***UMATILLA COUNTY***

*POSITION DESCRIPTION*

***Department: Community Development Department***

***Position Title: Planner II***

**Employee Name:**

**Effective Date:**

**Job Series: Salary Range: 25**

**Union Covered: Yes BOLI Exempt: No**

**GENERAL DESCRIPTION OF POSITION**

Prepares and administers land use ordinances, comprehensive plans, and related land use

planning projects/programs which guide land use and development within Umatilla County.

Assists in preparing and maintaining digital maps and data for use in a Geographic Information System (GIS) by the Community Development Department.

**SUPERVISORY RELATIONSHIPS**

Received:

Direct supervision of work by Planning Division Manager. Schedule and tasks are assigned daily or at

regularly occurring staff meetings. Checking of work is infrequent and when done is verbal. Annual review of work quality and productivity is made by the Planning Division Manager.

Provided:

No supervision responsibilities, but coordination of work tasks with other staff members is

important.

**PRINCIPAL DUTIES OF POSITION**

**Essential Elements of this position are noted as [EE]**

1. Planning - Data collection and research, writing staff reports and findings, reviewing land

use proposals and ordinances, interpretation of state land use laws and court decisions

and how they affect the county, working with and organizing meetings for citizen groups

and public agencies relating to county land use plans and proposals. Develops and

coordinates specific grants and projects funded by various state or federal agencies. Part

of planning team for long-range planning, including updates to the Comprehensive Plan,

Transportation System Plan and other special land use projects. May be assigned lead

responsibility for certain long-range planning projects; responsibility may include every

aspect of a planning project. EE

1. GIS – Coordinate department-specific GIS data to support planning and economic development related projects; adhere to county-wide standards and

procedures for creation and maintenance of GIS maps and databases;

research data sources, digitize data and collect geospatial and attribute data; perform

complex analyses of data specific to project demands or requests from the Board of

Commissioners, Planning Commission, Planning Division Manager, or Community Development Director; produce maps, charts and other graphic information displays; assist County GIS Supervisor in maintaining and

updating a variety of map resources and online maps; may participate in website

development and maintenance to make cartographic and GIS information and resources

available to the public; create vicinity maps and research adjacent property owners’ information;

address for public notices. EE

1. Rural Addressing - Assign rural addresses and process road naming applications as

necessary for development; coordinate address assignments with US Postal Service, appropriate cities, and various county departments. Coordinate with County Public Works on replacing private lane signs. EE

1. Administration - General correspondence duties pertaining to planning matters; review of

general planning data received and report to Manager; provide planning and county

information when requested by agencies or the general public; assist public at the front

counter, or via phone and email, by answering questions, reviewing documents, providing general interpretation

of the Development Ordinance, Administrative Rules, State Statutes, the land use

process. Provide hands on assistance in completing necessary application forms. EE

1. Work Assignment and Supervision - Assign normal work to administrative staff, such as

request to mail out reports, notices, etc.; supervise and check above assigned work.

**OTHER DUTIES OF POSITION**

Other Related Work as Required - Involves various assignments and projects requested by the

Board of Commissioners, Planning Commission, Planning Division Manager or Community Development Director. May include research or

GIS work related to community and economic development, or related subjects.

**REQUIREMENTS FOR POSITION**

Desirable Knowledge, Abilities and Skills

**Land Use Planning**

* Considerable knowledge of the principles and practices of land use planning in Oregon;
* Working knowledge of zoning and subdivision ordinances and ability to apply them to specific development proposals
* Working knowledge of governmental and legal procedures and terminology regarding land use planning
* Ability to develop and supervise a project work program, perform research, compile technical data, plans and specifications
* Ability to write technical planning-related reports
* Ability to maintain harmonious relations with the public and governmental officers
* Ability to provide assistance to the general public at the front counter and at meetings.

Experience and Training

* Bachelor’s Degree from an accredited college/university with major course work in community planning, geography, or related field.
* Work experience in city, county or regional planning and experience using geographic information systems with an emphasis on planning and development; or any satisfactory equivalent combination of education, experience, and training is preferred.
* Must successfully pass a background check

Preferred Knowledge, Abilities and Skills

**GIS**

* Basic knowledge of GIS principles, applications and database development
* Basic knowledge of GIS software including ArcGIS and ability to manage, manipulate,

model and represent data

* Basic knowledge of the principles, methods and tools used to perform data

analysis

* Basic knowledge of the principles and methods of cartography

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**TOOLS & EQUIPMENT USED**

Computer/Tablet, including word processing, ArcGIS, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer**

**and the employee and is subject to change by the employer as the needs of the employer**

**and requirements of the job change.**

Employee Signature/Date