

## **UNION COUNTY**

### **Job Description**

**JOB TITLE:** Assistant Planner

**DEPARTMENT:** Planning

**APPROVED BY:** Administrative Officer

**DATE:** May 23, 2025

#### **ESSENTIAL JOB FUNCTIONS:**

Assist the Planning Director in administering 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 evaluations for land use applications, conducting onsite inspections and presenting staff evaluations in writing and orally at evening public hearings.

The Assistant Planner conducts research for natural resource property information such as identifying floodplain designations, wetland delineation, soil classifications and other data from existing information sources.

This position assists with long range land use planning tasks affecting incorporated cities and the unincorporated county area.

Routine activities include assigning rural addresses, reading and working with many kinds of maps, operating a desk-top personal computer, working with walk-in public inquiries, answering telephone inquiries and preparing written reports.

#### **AUXILIARY JOB FUNCTIONS:**

Participating in special projects as assigned to the Planning Department by the County Board of Commissioners such as completing grant applications and performing special studies.

**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 Qualifications:**

Course work in planning, geography or related field; 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.

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.

Ability to interpret governing regulations, policies, and procedures of assigned functions.

Skill in word processing, operation of office equipment, and general office practices and procedures.

Knowledge and skill in the proper use of grammar, spelling and punctuation.

Must have or obtain by hiring date a valid Oregon drivers license.

Must be able to do on-site visual inspections.

Availability to attend occasional evening meetings.

Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the duties of the position are qualifying.

### **Desirable Qualifications:**

Considerable knowledge of the operations, policies, terminology, and governing laws of land use planning.

## **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 walking on 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:**

Supervision is not a typical function assigned to this position.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Associate Planner and/or the Planning Director.