



UNION COUNTY BOARD OF COMMISSIONERS

Paul Anderes, Commissioner
R. Matthew Scarfo, Commissioner
Jake Seavert, Commissioner

Shelley Burgess, Administrative Officer

1106 K Avenue

La Grande, OR 97850

PHONE (541)963-1001 FAX (541)963-1079

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: Assistant Planner
Union County Planning Department

OPENING DATE: May 23, 2025

CLOSING DATE: Open Until Filled – first screening June 6, 2025

SALARY: Range 14 (\$3373 - \$4580/ month) with benefits

FTE: .90 FTE (34 hours per week)

Assists 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.

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. 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.

See job description for additional requirements.

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

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER