

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS  
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF ADOPTING A  
POSITION DESCRIPTION FOR AN  
EXISTING POSITION**

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**ORDER NO:** 23098

**WHEREAS**, it is the recommendation of Julie Swift, Payroll & HR Coordinator, that the attached position description be adopted for the following position:

**Planner  
Position Title**

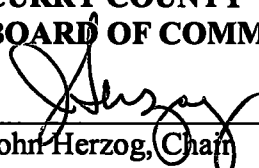
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Range**

**WHEREAS**, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

**NOW, THEREFORE, IT IS HEREBY ORDERED** that the above stated recommendation be in effect as of June 22, 2022. This description replaces any previous description approved for this position.

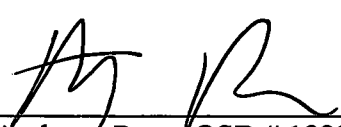
Dated this 22<sup>nd</sup> day of June, 2022.

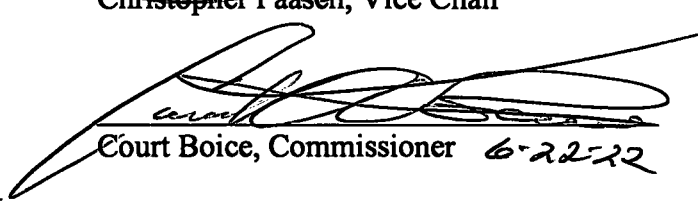
**CURRY COUNTY  
BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
John Herzog, Chair

  
\_\_\_\_\_  
Christopher Paasch, Vice Chair

Reviewed as to Form:

  
\_\_\_\_\_  
Anthony Pope, OSB # 192939  
County Legal Counsel

  
\_\_\_\_\_  
Court Boice, Commissioner 6-22-22

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Planner**

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|----------------------|--------------------------------|-----------|
| <b>EXEMPT:</b>       | No                             |           |
| <b>SALARY LEVEL:</b> | E                              |           |
| <b>SUPERVISOR:</b>   | Planning Director              |           |
| <b>PREPARED BY:</b>  | Community Development Director | June 2022 |

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**POSITION SUMMARY:**

Performs professional planning and building administration work for the Community Development Department. An employee in this class is primarily responsible for reviewing and handling matters regarding applications submitted under the zoning and land division ordinances which are processed by the Planning Division. Work is performed under the supervision of the Senior Planner or Planning Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Conducts research, compiles and analyzes data, writes and review of applications, plans, plat maps, etc. submitted to the Planning Division.
2. Responds to inquiries from the general public, other departments and agencies regarding matters related to zoning and land division ordinance matters. Positions in this classification may interpret the ordinance within the limits of their professional abilities.
3. Assists the public in obtaining planning information and in filing applications.
4. Reviews plats and maps submitted under the land division ordinance for compliance with the standards for such documents set forth in that ordinance.
5. The preparation of reports related to the review of applications.
6. Assists in the administration of the county permit clearance system for permit applications and other applications subject to the permit clearance process.
7. Reviews all reported violations of planning ordinances and prepares notices and other documents to be forwarded to the Code Enforcement Division.

**JOB DESCRIPTION**  
**JOB TITLE: Planner - Page 2**

**ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)**

8. Provides assistance to the Code Enforcement Officer for tracking and file management of Code enforcement actions.
9. Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a responsibility of positions in this classification.

**QUALIFICATION REQUIREMENTS:**

Familiarization with the zoning codes and other implementing ordinances, governmental and legal procedures utilized in the practice of land use planning.

Comprehend and interpret land use ordinances and regulations to determine appropriate procedures for processing of applications and compliance in the case of violations. Communicate effectively both verbally and in writing with the public when explaining land use regulations and procedures for making applications.

Must be effective in the management of hostile clients.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree in planning or related field and at least one year of experience in a position which involved performing research and technical writing. However, experience and training in an equivalent position will be substituted for education if it demonstrates the ability to perform the above described duties.

**PHYSICAL DEMANDS:**

Visual/hearing ability sufficient to comprehend written/verbal communication.

Ability to perform tasks involving physical activity, which may include bending, standing, walking, or sitting may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to drive a vehicle in a variety of adverse weather conditions, occasionally for lengthy distances, or at night.

**JOB DESCRIPTION**  
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**WORK ENVIRONMENT:**

Some duties of this position require field inspections in an outdoor environment and during adverse weather conditions. Field inspections may be at relatively remote sites in the county. Employee may encounter various environmental situations in performing site visits including poison ivy/oak or animals.

Office duties will be in a work environment where the noise level is low to moderate.