

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

**IN THE MATTER OF THE HIRING OF)
A NEW EMPLOYEE)**

ORDER NO: 23154

WHEREAS, it is the recommendation of Becky Crockett, Planning Director, that the following person shall be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Lisa M. Reed	Planner	n/a	\$25.00/hour	Irreg

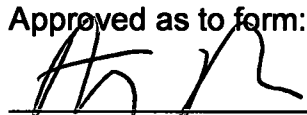
The job description is attached hereto and incorporated by reference.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of September 21, 2022.

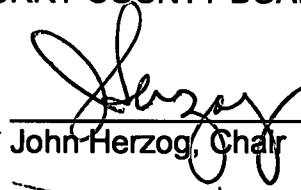
Dated this 7th day of September, 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

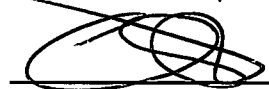
Approved as to form:



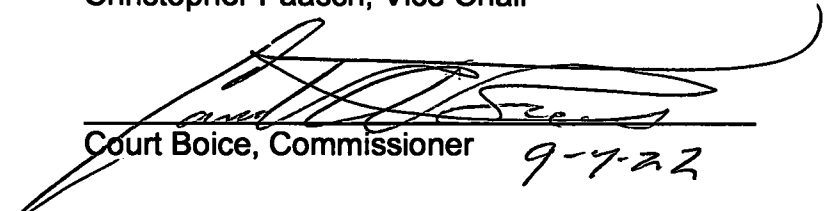
Anthony Pope
Curry County Legal Counsel



John Herzog, Chair



Christopher Paasch, Vice Chair



Court Boice, Commissioner

9-7-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Planner

EXEMPT:	No	
SALARY LEVEL:	E	
SUPERVISOR:	Planning Director	
PREPARED BY:	Community Development Director	June 2022

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.

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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.

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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.