

**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: 23157

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>
Janet M. Hoffman	Sr. Planner	n/a	\$30.00/hour	Irreg

The job description is attached hereto and incorporated by reference.

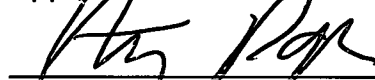
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of September 19, 2022.

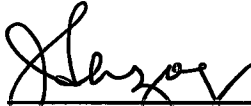
Dated this 21st day of September, 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:



Anthony Pope
Curry County Legal Counsel



John Herzog, Chair



Christopher S Paasch, Vice Chair



Court Boice, Commissioner 9-21-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Senior Planner

EXEMPT:	No	
SALARY LEVEL:	K	
SUPERVISOR:	Planning Director	
PREPARED BY:	Community Development Director	September 2022

POSITION SUMMARY:

Performs professional planning work for the Planning Division of the Department of Community Development and other local governments that contract planning services with the county. Work includes all aspects of processing of applications submitted to the Planning Division. The position also involves work on the development of comprehensive land use plans and implementing ordinances; and performs some administrative work under the supervision of the Planning Director. An employee in this class is primarily responsible for working on individual projects related to the administration of zoning and subdivision regulations and the development of comprehensive plans and ordinances. Work is performed under the supervision of the Planning Director who reviews work performed and direction given to others working under this employee. This employee may supervise Planners or Planning Technicians in the completion of special projects or in the normal functions of the Planning Division. An employee in this position may temporarily function as the Planning Director in the absence of the director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following; other duties may be assigned:

1. Assists the Planning Director in establishing priorities for the continuing activities of the Planning Division.
2. Assists the Planning Director in coordinating the activities of the Planning Division with the other divisions of the Community Development Department.
3. Assists the Planning Director in coordinating the activities of the Planning Division with other agencies and county departments.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

4. Provides technical support to the general functions of the Planning Division of the Department of Community Development. Reviews and prepares reports regarding zoning ordinance and land division ordinance applications of the county and other local governments contracting with the county for planning services.
5. Responds to public inquiries regarding land use regulations of the county and other local governments that contract for planning services with the county where interpretation of such regulations is required.
6. Reviews all applications for completeness and determines that the applications are suitable for review by the decision making body.
7. Maintains the county rural address system.
8. Assists the Planning Director in the Administration of the County Flood Damage Prevention Ordinance.
9. Assists the Planning Director in special projects regarding the development and modification of the county comprehensive plan and implementing ordinances and other local governments contracting with the county for planning services.

SUPERVISORY RESPONSIBILITIES:

This position provides supervision to Planners, Planning Technicians or clerical staff who perform routine planning tasks such as legal notices, application reviews, staff report preparation, factual research, etc.

QUALIFICATION REQUIREMENTS:

Knowledge of the relevant laws and regulations governing city and county planning. Familiarization with zoning codes and other implementing ordinances; governmental and legal procedures that are utilized in the practice of land use planning by local government.

Ability to perform research and compile data; prepare technical reports; write and verbally communicate clearly; be able to work effectively with lesser supervision; and to organize and supervise the work of other subordinate employees.

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EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in planning or a related field, plus 3 – 5 years experience in city, county or regional planning; or any satisfactory equivalent of experience and training.

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.

Ability to deal with stress, including making presentations in public meetings to potentially hostile audiences.

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.

Ability to attend public meetings in the evening hours.

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.