



CLASSIFICATION NO. 314
Revised: 6/79, 2/91, 10/10
FLSA: Exempt
EEO: 2

PLANNER, PRINCIPAL

CLASS CHARACTERISTICS

Under direction, to perform the most complex research, analysis, evaluation, and presentations of proposals that concern the physical, environmental, and economic conditions of Clackamas County; to lead a functional unit or major project within one of the Divisions in the Department of Transportation and Development (DTD); and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Transportation and Development (DTD) provides services to County residents and businesses through its Divisions: Development Services, Strategic Planning and Sustainability, Transportation Engineering, Road and Transportation Maintenance, Dog Services and the Development Agency (Urban Renewal).

The Planner classification series is primarily oriented to researching, analyzing, evaluating, presenting, and facilitating proposals which concern the physical, environmental, and economic conditions of the County.

The Planner, Principal is the lead worker position within the Planner series. Incumbents perform the most complex planning research and analysis, lead the work of a particular planning function and represent the County before significant policy-making bodies. The Planner, Principal is distinguished from the Planner, Senior which provides team direction to a small group of Planners assigned to a particular project.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, organizes and directs a functional unit or major project within the Land Use and Zoning, Strategic Planning and Sustainability or Transportation Engineering Divisions; schedules, trains, evaluates and recommends discipline of assigned personnel; assists section manager in developing goals and objectives.
2. Oversees the administration of a functional unit's or major project's budget(s), grant funds and professional and technical service contracts.
3. Oversees the development and presentation of reports and studies to public bodies such as the County Planning Commission and community groups; coordinates staff research on assigned projects to meet division goals; determines methodologies, information resources and techniques.

4. Advocates the County's planning and economic development goals and objectives before significant policy-making agencies, councils, groups and organizations such as legislative committees, Metropolitan Service District, AOC and Land Conservation and Development Commission. Serves on state and regional planning and economic development committees.
5. Oversees the review, analysis and preparation of quasi-judicial and legislative reports and recommendations on significant administrative applications such as conditional uses, plan amendments and zoning changes.
6. Coordinates the updates and revisions to the Comprehensive Plan and Zoning and Development Ordinance initiated by the Board of County Commissioners, Planning Commission, Land Use and Zoning and Strategic Planning and Sustainability Divisions; assigns work for such amendments, facilitates the public notification and involvement process and oversees coordination between departments within DTD and the County.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, methods, and procedures of city, county, regional and statewide planning; environmental, social, economic, and legal issues related to county planning and development; land use and design principles and practices; statistical methods and their application to planning and economic development projects; principles of community organization and citizen involvement; visual communication principles and practices; basic math; public speaking techniques; English grammar and composition.

Working knowledge of: Principles and practices of personnel management, program planning and financial administration.

Skill to: Plan, organize, train and oversee the work of planning professionals; communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; organize and conduct comprehensive research studies utilizing various sources of information; analyze and evaluate complex data and make recommendations; direct the preparation of maps, charts and other graphic materials which illustrate planning studies; prepare clear and concise reports; interpret and apply appropriate laws, regulations, and codes; establish and maintain effective working relationships with the public and other County personnel.

WORKING CONDITIONS

Some positions require occasional duties in the field that may require walking, twisting, balancing, and involve exposure to inclement weather, noise, and slippery and/or uneven terrain.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Some positions must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 3/24