



CLASSIFICATION NO. 313
Revised: 6/79, 2/91
FLSA: Exempt
EEO: 2

PLANNER, SENIOR

CLASS CHARACTERISTICS

Under direction, to perform complex research, analysis, evaluations, and presentations of proposals that concern the physical, environmental, and economic conditions of Clackamas County; to act as team leader for specific planning projects; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Planning and Economic Development Division is responsible for developing, implementing, and maintaining public planning policies and programs to manage land use, marketing, transportation and economic growth within the County.

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, Senior is the advanced journey level position in the Planner series. Incumbents perform complex planning research and analysis and provide team direction to a small group of Planners assigned to a specific planning project. The Planner, Senior is distinguished from the Planner, Principal which leads a major project or functional unit within the Planning and Economic Division. It is further distinguished from the Planner 2 which performs moderately complex research and analysis of planning issues.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Serves as team leader for a small group of professional personnel engaged in comprehensive planning activities in support of a major project or aspect of the Department's work program; assists in developing and monitoring time lines, budgets and coordinating personnel; develops and administers approved contracts for professional and technical services.
2. Reviews, analyzes and prepares reports and recommendations on significant administrative and quasi-judicial applications such as conditional uses, plan amendments and zoning changes.
3. Conducts and/or coordinates comprehensive analyses, technical investigations and research on complex planning and economic related issues; determines methodologies, information resources and techniques to be utilized in planning studies and research.

4. Prepares and presents oral and written reports including recommendations and technical supporting material to the Division Director, Planning Commission, Economic Development Commission, Board of Commissioners and other policy and decision-making boards; may serve on regional planning and economic development related committees.
5. Pursues consistency with County plans and requirements by meeting with individuals proposing major developments; advises on planning considerations and alternatives, restraints and opportunities, precedents, laws and process considerations.
6. Prepares new or revised ordinances and codes necessary to implement planning programs and policies; coordinates implementation of new programs with other agencies and departments to ensure conformance and compliance with existing programs and policies.
7. Participates in preparing grant proposals and administering grant funds; develops and revises long range revenue and expenditure estimates and funding priorities.

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; public speaking techniques; basic math; English grammar and composition.

Some knowledge of: Principles and techniques of supervision.

Skill to: Coordinate 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 five (5) 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: 10/16