



CLASSIFICATION NO. 358
Established: 11/94
Revised: 12/07, 10/11, 2/17
FLSA: Exempt
EEO: 1

PLANNING DIRECTOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize and direct the County's comprehensive land use, transportation, and the septic and onsite waste water program, and related planning activities; to provide staff assistance to the Planning Commission, various review boards and advisory committees, and the Board of County Commissioners on land use and related issues; to implement local, regional and state law by administering a variety of land use permits; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Planning Division within the Department of Transportation and Development provides services for processing land use, building, and septic permit applications for compliance with the Clackamas County Zoning and Development Ordinance and applicable state and federal laws. The long range planning services address the future planning needs of the community through updates to the Comprehensive Plan, County Code, and other special projects. Services provided by the septic and onsite waste water program include evaluating proposed sites for on-site sewage disposal and inspecting newly constructed, existing or failing on-site sewage disposal systems consistent with DEQ codes and County ordinances, and conducting field inspections of same as necessary.

The Planning Director has overall responsibility for the Planning Division activities and staff, and represents the County in major policy making at the state and regional level regarding land use planning.

The Planning Director differs from the Director of Transportation and Development who is a member of the County's Executive Management Team and is responsible for fulfilling Department-wide mission, goals and objectives as established by the Board of County Commissioners. The Planning Director also differs from the Planning Manager which oversees Division staff and reports to the Planning Director.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Determines Division priorities and develops Division programs, work plans and budgets; ensures projects are completed within time and budget limitations; evaluates changing needs and priorities in the community and proposes new land use programs and policies; encourages citizens, community groups and special interest groups to participate in the planning process, including comprehensive planning, zoning, community planning, land use

permit review, and conservation activities participates in department-wide policy review and development.

2. Hires and directs supervisory, professional and support staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
3. Oversees the development and implementation of regional policies relating to growth management; acts as liaison to Planning Commission and the Board of County Commissioners regarding growth management issues; oversees preparation of local plan and ordinance provisions implementing state and regional growth regulations.
4. Oversees the development and implementation of revisions to the County's comprehensive plan, zoning ordinance and capital facilities plan.
5. Provides professional advice, mentoring and coaching to division staff; recommends staff responses to appeals of land use and zoning decisions, oversees the development and implementation of intergovernmental agreements to provide planning service to cities, special district, and other agencies.
6. Consults with County officials, developers and citizens to assist in their understanding of planning decisions, proposals and issues; interprets and explains the comprehensive plan, zoning ordinance and related federal and state rules and regulations; coordinates zoning, development review and long range planning activities with other divisions of the Department of Transportation and Development.
7. Directs the scheduling of public hearings and meetings and the preparation of notification materials relative to land use and zoning; ensures timely actions and accurate information.
8. Represents the County on regional and state committees, task forces, and organizations.

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; Federal, State, regional and local land use regulations, rules, codes and ordinances; statistical methods and their application to planning and economic development projects; principles of community organization and citizen involvement; principles of public relations and customer service, particularly delivery of complicated information to the public; principles and practices of public administration, personnel management, program planning and budget/grant administration; participative management theories.

Skill to: Plan, organize, train and oversee the work of planning professionals; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; evaluate customer needs and establish standards of quality service; 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; effectively represent County interests during Federal, State and regional policy making; establish and maintain effective working relationships with the public, other County personnel, special interest groups, elected officials and other public and private agencies.

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 eight (8) 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

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 2/17