



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: PLANNING DIVISION MANAGER**  
**DATE: JANUARY 1, 2024**

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<b>EXEMPT (Y/N):</b>	Yes	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Land Development Services	<b>JOB CODE:</b>	307
<b>SUPERVISOR:</b>	Director, Land Development Services	<b>SALARY RANGE:</b>	E05
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

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**GENERAL STATEMENT OF DUTIES:** Plan, coordinate, supervise, and direct the activities of the Planning Division of the Land Development Services department in the performance of comprehensive land use planning, zoning, and subdivision of lands. Prepare and present reports and presentations as necessary and provide staff support when requested to committees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Interpret and administer ordinances, zoning regulations, and other federal, state and county regulations relating to zoning, subdivision, and development issues.

Evaluate the Comprehensive Plan and implement ordinances for compliance with statewide goals, policies, and statutes. Draft Comprehensive Plan goals and policies and ordinances when conflict arises with statewide standards. Coordinate planning effort with various state agencies and jurisdictions for the development of an effective Comprehensive Plan by collecting data and information on new programs affecting local planning.

Research, prepare, and present staff reports and advice for the Planning Commission, the Board of County Commissioners and committees. Prepare testimony in the event of an appeal or litigation.

Provide staff support to Citizen Planning Advisory committees. Prepare for and attend meetings; provide technical information and advice; perform follow-up research as necessary.

Perform site reviews and participate in Site Review Committee to review development proposal and determine any additional conditions which must be met prior to the development of the site.

Respond to inquiries from the general public, other departments, and agencies regarding rules and procedures for land use, land development and zoning, and general county development policies and procedures. Collect and receipt fees and issue permits.

Review proposed new construction within designated flood hazard areas for proper elevation and design in accordance with the National Flood Hazard Insurance Program.

Maintain records and maps. Create forms, informational handouts, etc. as necessary.

Assist the Director in the management of the day-to-day operations of the department.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Assist in the departmental budget preparation process. Monitor fiscal operations of the department to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.



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Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise departmental Planning and Land Use Compliance employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Department Head.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Land Development Services Director who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four-year degree in planning, geography, architecture, engineering, or related field. Five years' of increasingly responsible experience in planning. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Equivalent to an advanced degree in planning. Supervisory experience preferred. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the County's liability policy.

**KNOWLEDGE, SKILL AND ABILITY:** Broad knowledge of planning concepts, principles, techniques and practices, and laws, codes, rules, regulations and ordinances applied to land use planning, and legal descriptions. Knowledge of management principles and practices of human and financial resource management.

Skill in permitting software programs along with Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.



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- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Interpret and implement laws and rules pertaining to planning, zoning, and land use.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activities may require bending, climbing, and stooping during inspections.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Occasional field work will expose position to various weather conditions and terrains. Requires traveling throughout the county, state, and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***