



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816 Fax 541-926-2060
www.co.linn.or.us

JOB ANNOUNCEMENT

CLASSIFICATION TITLE OF THE JOB: ASSISTANT OR ASSOCIATE PLANNER

CLASSIFICATION NUMBER: 340 / 342 (DOQ)

CLASSIFICATION CATEGORY: SEIU or Management/Exempt Full-time / (DOQ)

DEPARTMENT: Planning & Building Department

ESSENTIAL FUNCTIONS OF THE JOB:

Review, interpret and apply state and local land use regulations, codes, case law and legal opinions to a variety of land use activities and development proposals. Assist the public, conduct research, and respond to inquiries regarding planning and zoning. Prepare public notices, land use decisions, and findings documents. Prepare and present staff reports to the Planning Commission and Board of County Commissioners at public hearings. Develop orders and ordinances for adoption by the Board of Commissioners. Develop and maintain effective, harmonious and reasonable work relationships.

QUALIFICATIONS:

- One year of professional planning experience and a Bachelor's Degree in planning, geography or related field; or any satisfactory combination of experience, education and training which demonstrates the ability to perform the work described.
- The position requires good communication and writing skills; the ability to work well with the public; and an understanding of the principles and procedures involved in current planning and the Oregon Land Use Planning Goals, Statutes and Administrative Rules.
- Prior experience using GIS planning applications and experience in research and data collection is preferred.
- Ability to use Microsoft Word is necessary.
- Must possess a valid Oregon Driver's License.

SALARY RANGE: \$4152-\$5827 monthly (DOQ); full-time position with benefits

CLOSING DATE: Open Until Filled

HOW TO APPLY: Submit a completed Linn County Employment Application Form, along with a resume and cover letter, to Alyssa Boles, Planning Manager, Linn County Planning & Building Department, PO Box 100, Albany, Oregon 97321; Email: aboles@co.linn.or.us FAX: 541-926-2060. Application forms may be obtained, along with the job classification, at the Linn County Web Page at www.co.linn.or.us/jobstemp.html.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER