



Planning Manager

\$69,668 to \$92,891

First Review July 8, 2016

Open Until Filled



Astoria and the Astoria/Megler Bridge viewed from the top of the Astoria Column.



The Astoria/Megler bridge and a signature sunset.



Iconic Haystack Rock, Cannon Beach, Oregon.

Clatsop County is an Affirmative Action/Equal Opportunity Employer.

THE REGION

Clatsop County occupies the northwest corner of Oregon bounded to the north by the Columbia River and to the west by the Pacific Ocean. Named for the Clatsop Indians, Clatsop County is rich in history, scenery and opportunity.



Lewis and Clark's Corps of Discovery made this place their winter home in 1805-06 before starting their journey back East, and the Fort Clatsop National Historical Park draws thousands of visitors every year. Other area landmarks and attractions include Fort Stevens State Park, the Columbia River Maritime Museum, the Astoria Column, Haystack Rock in scenic Cannon Beach, and Saddle Mountain, to name a few.

Ocean beaches, secluded coves, dense rainforests, mountains, rivers and streams make the County and its rugged coastline a major recreation center. Broad sandy beaches offer beachcombing, clamming for a Northwest favorite, razor clams, fishing for salmon, steelhead and trout, camping, hiking and quiet escapes. State parks and waysides provide miles of hiking and bicycle trails, wildlife viewing, scenic viewpoints, picnic sites and campgrounds, and all this is within just a few hours drive to the great Cascade Range, where you will find some of the world's premier skiing destinations.

CLATSOP COUNTY

With its rich history, it's no surprise that Astoria, the County seat, is Oregon's oldest city and the oldest American settlement west of the Rockies. When you want a big-city getaway, it's a two-hour drive to Oregon's largest metropolis and cultural center, Portland.

Clatsop County's primary industries are forestry, fishery (one of the principal marine fishery regions of Oregon), recreation and tourism.

Clatsop County offers excellent schools in well-supported school districts and a community college servicing the County's 37,300 residents and more.

COUNTY GOVERNMENT

The first Clatsop County government dates to the 1840s. Today Clatsop County is one of nine Home Rule counties in Oregon. Five non-partisan elected Commissioners set policy and appoint a full-time County Manager, who is responsible for daily operations. The Sheriff and District Attorney positions are also elected.

County services are provided through seven departments: County Governance (County Manager), Assessment and Taxation, Budget and Finance, County Clerk, Juvenile, Public Health, Public Works,



and the District Attorney and Sheriff's Offices. The county also administers a road district, a rural law enforcement district, and a local sewer district.

Clatsop County's 2015-16 budget is \$52,215,170, with a General Fund of \$22,220,300. The workforce totals 203 FTE. A Long-Term Financial Plan provides guidance for maintaining the county's financial health and accountability. It ensures that the county maintains adequate reserves, that fees cover costs for services and that new revenue sources are explored.

Clatsop County also applies performance-based budgeting to assess the effectiveness of departments' programs and services and point out where improvements can be made.

THE POSITION

As our Planning Manager you will develop, direct and coordinate the County's current planning processes and perform advanced level professional planning work, long-range planning and special projects under the direction of the Community Development Director. The essential functions include:

- Provide technical planning reviews and approvals on a variety of specialized projects and issues.
 - Coordinate with multiple agencies on regional planning projects to develop mutually beneficial solutions. Work with citizen groups, elected officials, and local and state representatives to resolve planning issues. Meet with developers to ensure satisfactory completion of the planning process.
 - Develop, manage and facilitate strategies for the resolution of politically sensitive planning issues.
 - Represent the County in public including other organizations or entities, in legal or administrative hearings and proceedings, and in other situations as required. May be required to provide leadership in emergency situations. Makes presentations and provides comment and testimony.
 - Interpret and apply County planning policies and code provisions on specific issues. Review proposals/permits and coordinate the application process. Determine conformance of land use applications with zoning ordinances and the County's Comprehensive Plan.
 - Assist in establishing administrative policies and guidelines and in updating County codes and regulations, including identifying relevant issues and determining how issues should be addressed to remain in line with County goals and objectives.
- Oversee and provide direction to consultants, including scheduling, ensuring scopes of work are met including recommending approval of projects and change orders.
 - Lead staff, work teams and fellow employees. Create an environment in which employees are focused on producing excellent quality results.
 - Assist the Director in the development of division work programs; works with Planning staff team to implement work programs.
 - Act as lead planner; coordinate development plans with department divisions and other planning agencies; research regional development plans and issues, supervise the review of applications for land development proposals; coordinate review procedures; determine compatibility of development applications to County land use plan and implementation codes; review staff reports and recommendations.

THE IDEAL CANDIDATE

Our ideal candidate will lead by example and provide staff, work teams and fellow employees with technical planning and approvals on a variety of specialized projects and issues. He/she will:

- Create a collegial work environment in which employees are focused on producing excellent quality results.
- Provide direction and set standards for excellence in internal and external customer service.
- Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for citizens and staff.
- Have the ability to manage multiple complex projects at one time and to calmly handle stressful situations.
- Foster a team environment to plan, prioritize, assign, and collaboratively review the work of the Planning team.
- Support the use of best management practices in all aspects of his/her work and the work of the Planning team.
- Have the ability to see and understand the big picture and provide a balanced perspective to potentially competing interests.



QUALIFICATIONS

Mandatory Requirements:

- Bachelor's degree or equivalent in urban or regional planning, geography, public administration, landscape architecture, urban design, architecture, or related field. Five years as a land use planner in the public sector can be substituted if the Bachelor's is not in a related field.
- Minimum five years of progressively responsible experience in city, county, or regional planning, including at least two years in a supervisory or lead role.
- Advanced knowledge of the principles and practices of land use planning, legal standards and procedures affecting land use planning.
- Extensive experience in developing a Comprehensive Plan, Community Plan, Area Plan, Development Code, and land use and development policies.
- Hands-on experience issuing permits, interpreting codes, writing staff reports, dealing with complex planning issues, interacting with the public and agencies and making planning decisions.
- Knowledge of the principles and practices of Oregon land use planning, comprehensive planning or community development; knowledge of land use implementation codes, including the legal aspects of land use planning, design and implementation measures.

- Ability to effectively make oral presentations and write clear and concise reports.
- Ability to establish and maintain cooperative working relationships with individuals, whether public officials, members of the public, representative of other public agencies, co-workers, or people from diverse groups and backgrounds.
- Ability to prepare, revise and evaluate technical land use reports and plans; ability to interpret and evaluate site and architectural design plans; ability to coordinate work assignments and lead planning personnel

Desirable Qualifications:

- Master's degree in Planning or related field.
- Certified Floodplain Manager (CFM).
- Geographic Information System (GIS) – Arc-GIS software knowledge.
- American Institute of Certified Planners (AICP) certification.
- Knowledge of coastal planning, environmental design principles and practices for site planning, architectural design or landscaping, natural hazard planning, transportation planning, and community involvement.
- County or coastal planning experience in Oregon is highly desirable.

COMPENSATION

Annual Salary Range \$69,668 to \$92,891 (DOQ) + excellent benefits including PERS

TO APPLY

This position is open until filled. First review of applicants will be on July 8, 2016. Include:

- Completed Clatsop County Employment Application
- Cover Letter
- Resume

Provide contact information from the following:

- Two supervisors
- Two colleagues
- Two subordinates

Application and job description may be found at:

<http://www.co.clatsop.or.us/jobs>

Please email application material to:

hr@co.clatsop.or.us

Or mail application material to:

Clatsop County Human Resources
800 Exchange Street, Suite 410
Astoria, OR 97103