BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION | BAND | GRADE | SUBGRADE | FLSA STATUS
---|---|---|---|---
Program Manager | C | 4 | 5 | Exempt

POSITION TITLE: Planning Official / Land Use & Planning Division Manager
POSITION#: 501063

☒ New ☐ Revised (Check one) Date: 08/04/2023

SERVICE TYPE: NON-REP MANAGEMENT

Employee Name: Vacant
Department: Community Development
Supervisor: Community Development Director

FTE: 1.0 FTE
Employment Status: Regular Full Time

Position Summary:
This position is responsible for the operational oversight of Benton County’s land use review (current planning/development services) program, and aspects of the County’s long-range planning program. Responsibilities of this role include managing and improving land use review and permitting processes, supervising planning/development services staff, assigning work, and ensuring the quality and timeliness of outcomes.

The Planning Official / Land Use Planning Division Manager works closely with the community development director, building official, public works engineering/surveying team, code enforcement, and floodplain and stormwater management programs. This position processes complex and potentially contentious land use applications, assists the public in understanding land use regulations and procedures, and undertakes special projects. This position serves as the County’s statutorily mandated Planning Director/Planning Official (Oregon Revised Statute ORS 215.042).

Essential Duties:

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<th>No.</th>
<th>Major Functional Area (MFA)</th>
<th>% of Time</th>
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<tr>
<td>MFA: Implement County Development Ordinance and Statutory Compliance – Program Management Essential Duties:</td>
<td>40%</td>
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<td>• Coordinate with the Community Development director, this position fulfills responsibilities of Planning Official/Planning Director under ORS 215.042, which states, in part: “The [planning] director shall be the chief administrative officer in charge of the [land use] planning department of the county . . .”</td>
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<td>• Administer, interpret, monitor, and assure County-wide compliance with Oregon Revised Statutes, Oregon Administrative Rules, Oregon’s Statewide Land Use Planning Goals, and local ordinances under:</td>
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<td>o Oregon Revised Statutes: Chapter 183 — Administrative Procedures Act; Review of Rules; Civil Penalties, Chapter 195 - Local Government Planning Coordination; Chapter 197 – Comprehensive Land Use Planning Coordination, Chapter 215 – County Planning; Zoning; Housing Codes and County Officers; and Chapter 227 – City Planning and Zoning.</td>
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<td>o Oregon Administrative Rules: Chapter 660 – Land Conservation and Development Department (Divisions 1-46),</td>
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<td>o Oregon’s Statewide Land Use Planning Goals and applicable state statutes and rules, and</td>
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<td>o Benton County’s Development Code (local ordinances), as required for local governments under ORS 215.</td>
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• Provide technical assistance and planning support to incorporated cities and to unincorporated communities within Benton County.
• Make and record policy and code interpretations; update development code as needed.
• Responsible to maintain and update the County’s Comprehensive Plan Map and Zoning Map, including natural features, public infrastructure, and urban growth boundaries.
• Administer and enforce County development ordinances, including zoning and land use.
• Act as the County’s primary authority on land use laws and codes, including authority to interpret the Development Code, sign and issue land use decisions and sign final plats.
• Oversee quasi-judicial and legislative public hearings of the Planning Commission, Historic Resources Commission, and other related commissions.
• Serve as department liaison to the planning commission and oversee the administrative support functions of the planning commission.
• Manage the Planning Division functions, programs and staff; work with the director and deputy director to ensure efficient and effective land use review, interagency coordination, public engagement, and related activities.
• Ensure permits comply with conditions of approval and identify corrective measures.
• Ensure land use permit reviews coordinate with all county permitting functions, including septic/sanitary, drinking water, stormwater management, transportation and road approach, and building/mechanical/electrical/plumbing to ensure compliance.
• Ensure that land use application/permitting fees are used for the administration and enforcement of the land use and planning program for each municipality and unincorporated community for which Benton County has assumed responsibility.
• Work closely with the Building Official and Community Solutions Coordinator (Code Compliance) to appropriately manage and respond to code violations.
• Assist director and county counsel with appeals to the Planning Commission, Board of Commissioners, Land Use Board of Appeals, and Oregon Courts.
• Serve as an official county contact to Oregon’s Department of Land Conservation and Development as well as the Land Conservation and Development Commission

MFA: Program and Personnel Administration

Essential Duties:

• Manage the day-to-day operations of the Planning Division, including:
  o Supervising assigned staff, including prioritizing and assigning work,
  o conducting performance evaluations,
  o ensuring staff are trained,
  o ensuring that employees follow policies and procedures,
  o maintaining a healthy and safe working environment, and
  o making or overseeing selection, termination, and disciplinary decisions.
• Ensure quality and timely outcomes, work products and customer service.
• Oversee and participate in complex land use applications, land use analyses and planning projects.
• Provide orientation, direction on state law/codes and County policy to architects, engineers, builders/contractors, and developers.
• Maintain in-office presence during regular business hours.
• Assist in the management of the Planning Division budget and expenditures.
• Monitor overall performance of the Planning Division and report to the Administrator, City Managers / Councils, and Board of Commissioners.
• Manage the public information function of the division, including:
  o Respond to public records requests and other public inquiries,
- Develop/deliver clear and concise presentations for diverse audiences,
- Explain the County’s land use program, state law, and related topics,
- Research records, geographic data, applicable laws, and interpreting maps,
- Create and publish data, brochures and web content.
- Work closely with director and deputy director to develop procedures, policies, and performance standards; audits output to ensure efficient and effective permit application, plan review, fee calculation, application approvals, and related activities.
- Analyze workload trends and implement staffing and assignment adjustments.

### MFA: Interjurisdictional Coordination

**Essential Duties:**
- Develop positive working relationships with cities, counties, regional and local fire districts, contractors, developers, property owners, and the public.
- Oversee long-range planning projects with contract consultants: e.g., comprehensive plan update, regional recreation planning, regional water resources planning, sustainable materials management planning, and other special projects.
- Represents Benton County to local, regional, and state boards and groups relating to land use and planning interests, including but not limited to the Association of Oregon County Planning Directors, Oregon City Planning Directors Association, state level rules advisory committees, and the American Planning Association.
- Provide support, technical assistance, and statutory authority for Benton County to assist municipalities with land use reviews and long-range planning services.
- Monitor state legislation and administrative rule changes. Implement and administer all newly adopted local and state programs and initiatives.
- Prepare monthly reports to ensure transparency/accountability of the division.
- Work closely with the Building Official, Community Solutions Coordinator (Code Compliance), Public Works – Engineering and Survey, Environmental Health, and Director on interpretations and decisions that may have land use-related impacts.
- Coordinate with other departments, local communities, and surrounding jurisdictions on regional land use planning projects.
- Oversee periodic updates of County’s 2007 Comprehensive Plan and assists in amending Development Ordinances as needed to ensure consistency with planning best practices and emerging land use needs.
- Evaluate the effectiveness of county-wide planning and policies in achieving adopted land use, conservation, and development objectives.

### MFA: Long-Range Planning and Special Projects

**Essential Duties:**
- Support director with oversight of long-range and specialty planning staff.
- Work closely with the director, deputy director, Planning Commission, and Board of Commissioners to meet County’s long-range planning needs.
- Make policy recommendations to the Planning Commission and County Board.
- Manage various long-range Community Development projects.
- Serve on interdepartmental committees and/or staff advisory committees.

### Other Duties as Assigned

Percentages should total 100%

**20%**

**10%**

**100%**
**Special Requirements:**

The position requires extensive knowledge of Oregon’s statewide land use planning program, including direct experience working with the principles and procedures connected with local and state land use development ordinances, codes, statutes, and rules (ORS/OAR), interpretations, land use application review, and enforcement of conditions of approval. Requires knowledge of managerial practices as applied to functional organization and staffing, performance, and financial management. Requires proficient English language skills to write and edit reports and opinions. Requires sufficient human relations skills to explain technical information and code requirements to knowledgeable and lay persons and to resolve conflict with others in a positive manner.

The Planning Official / Planning Division Manager is expected to demonstrate a comprehensive set of engagement, communication, and land use planning skills. The incumbent must be able to design and implement programs and projects that support land use and conservation, long-range planning and infrastructure, community development, and collaborative public policy. In addition, this position is required to effectively measure the effectiveness and outcomes of their work, including analysis of return on investment.

Valid Oregon Driver License.

Proficiency with geographic information systems and permit tracking systems.

The following degrees/certifications are strongly preferred for this position:

- Master of Urban and Regional Planning (or similar), or
- Master of Public Administration, Public Policy, Political Science, Business Administration (or similar), or
- Juris Doctorate or other law degree, or
- Bachelor or Master of Civil Engineering, Landscape Architecture (or similar), and
  o American Institute of Certified Planners (AICP) certification, and/or
  o American Society for Public Administration (ASPA accredited), and/or
  o Certificate in Collaborative Governance (from an accredited program), and/or
  o Certificate in Civic/Public Engagement (from an accredited program), and/or
- Certified Building Official preferred, and/or
- A similar combination of skills, experience, education, and certification.

**Physical Requirements:**

Primarily sedentary, sitting, reaching, walking, and may be required to move objects or boxes weighing up to approximately 20 lbs. This position occasionally tours or inspects jobsites, prospective rural building sites, farms, forests and natural areas, and other lands that may require walking over uneven ground or other hazards.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: ___________________________ Date: ___________________  
Immediate Supervisor: ___________________________ Date: ___________________