

Columbia County

Employment Opportunity

Civil Service Commission
230 Strand, St. Helens, OR 97051
Phone: (503)397-3874
www.co.columbia.or.us

March 23, 2015

POSITION: **PLANNER 2.** This position is part-time, approximately 18.5 hours per week.

POSITION #: 15-302 **DEPARTMENT:** Land Development Services

SALARY: \$27.21-\$33.68 per hour. No benefits, except PERS after waiting period.

CLOSING: **April 17, 2015.** Applications must be **received** electronically by 5:00 pm on the closing date. **Applications will only be accepted via online submission**

PLEASE NOTE: This recruitment is open to applicants who meet the requirements below and will be used to fill a current vacancy and vacancies that **may** occur in the next twelve months. **Do not attach letters of recommendation/reference and/or resumes to applications; letters and resumes may be submitted at time of interview.** You will be notified of your ranking approximately two weeks after the closing date. Rankings will not be given over the telephone.

DUTIES: Performs professional planning work in such areas as land use planning, zoning and subdivision of lands; prepares and makes reports and presentations. Drafts policies and ordinances as necessary. Applies applicable County ordinances and state laws to approve or deny applications. May be assigned specific duties related to County Comprehensive Plan and/or Citizen Planning Advisory Committees/Site Review Committee.

TO QUALIFY: Equivalent to Bachelor's degree in planning, geography, architecture, engineering or related field. Three years of planning related experience. Preference will be given for experience processing property line adjustments and related land use applications. Strong knowledge in the use of personal computers and general business software required. Preference will be given for knowledge and experience in using geographic information systems (GIS) and/or Arcview/Arcinfo software. Any satisfactory combination of experience and training which demonstrates the job duties may be accepted.

SPECIAL NECESSARY REQUIREMENTS: Possession of valid motor vehicles operator's license. Must be insurable under the County's liability insurance coverage.

APPLICATIONS: Columbia County Civil Service applications are mandatory. The application form must be filled out completely for consideration and the instructions online followed correctly. Incomplete or unsigned applications will not be accepted. Complete the application online and email to HRJobs@co.columbia.or.us

An Equal Opportunity Employer (a copy of the County's EEOP may be obtained by calling the number listed above)