 **MORROW COUNTY** **JOB DESCRIPTION**

**Date Prepared:** Feb. 2021

**Position Title:** Compliance Planner

**Department:** Planning Department

**Supervisor:** Planning Director

**Position Summary:** Under the direct supervision of the Planning Director, the Compliance Planner assists citizens and organizations in attaining compliance with local policies and laws intended to: protect property values, address life and safety issues, protect natural resources and enhance the livability of the county. This will be accomplished by seeking voluntary cooperation or through a citation process. The Compliance Planner will also work as a land-use planner to complement and augment compliance workflow and duties as determined necessary by the Director. This position is a journey-level position.

**Supervisory Responsibilities:** None.

**Qualifications:**

* Education: Bachelor’s degree from an accredited four-year college or university in Planning, Public Administration, Geography, or closely related field or demonstrated equivalent in formal education and/or experience.
* Experience: Previous work experience demonstrating cooperative, tactful, and service oriented contact with the public is preferred. Previous work experience in code compliance and ordinance and statute compliance is desirable.
* License: Must posses a valid Oregon Driver’s License.

**Skills/Abilities:**

* Communication skills necessary to handle requests and questions in a competent, professional and friendly manner.
* Ability to effectively use oral and written communication in the performance of duties and responsibilities.
* Knowledge and/or experience in land use, building and solid waste practices, codes and ordinances, and related enforcement procedures or comparable experience.
* Excellent public relations and communications skills. Skills and ability to maintain composure, self-control and professional demeanor and deal courteously and tactfully with the public under adverse conditions such as harassment, ridicule and critical incidents. Effective communication and intergovernmental skills including the ability to maintain an effective and congenial working relationship with various department staff, other county employees and outside agencies.
* Read, comprehend, interpret and implement land use and solid waste codes, statutes and administrative rules, as well as some Uniform Building Codes, as they apply to code violations.
* Perform research utilizing geographic information systems, word processing, spreadsheet, databases and internet.
* Equitably apply laws, ordinances and regulations to specific situations.
* Resolve misunderstandings and/or conflict with complainants, property owners who may be in violation, neighborhood organizations and affected neighbors, and involved agency representatives and facilitate cooperation and reasonable compliance with laws and regulations.
* Express and convey information effectively both orally and in writing.
* Give presentations to large groups and present cases at hearings.
* Communicate in a non-threatening, professional manner.
* Maintain well documented records and maintain confidentiality.
* Conduct the majority of work with no or minimal supervision.
* Equipment used: Personal computer, telephone, copy machine, fax machine, personal electronic devices and other office equipment, automobile.
* Proficient with Microsoft Office, including Microsoft Excel, Outlook, Word, email, and other software applications as required.

**Job Duties/Responsibilities:**

* Enforce relevant portions (other than sections enforced by Sheriff’s Office) of the Morrow County Code Enforcement Ordinance and Zoning Ordinance including but not limited to providing customer service, site visits, written correspondence, written reports, oral and visual presentations to Planning Commission, Board of Commissioners and Justice Court. May also enforce portions of the Uniform Building Code.
* Respond to public questions related to compliance requirements, procedures and practices.
* Review complaints of alleged violation(s) and conduct research of geographic information system data, planning, public health and environmental health enforcement records, case law, Oregon Revised Statutes, Oregon Administrative Rules, Oregon Building Codes and other applicable sources when a complaint has been filed, to determine the nature and location of the violation(s).
* Coordinate and conduct investigations and inspections of properties and structures with property owners, tenants, appropriate county staff, and other local, state and federal jurisdictions to ensure compliance with Zoning Ordinance, Code Enforcement Ordinance and Building Code provisions as applicable.
* Coordinate issuance of citations with Morrow County Sheriff’s Office.
* Identify code compliance issues and options for resolution including advising the parties of the required applications and permit procedures.
* Develop and design special programs, in cooperation with other county departments and outside agencies and individuals, to assist neighborhoods reach compliance.
* Develop and implement a program to ensure permits are in compliance with conditions of approval.
* Conduct general research, prepare staff reports and evaluate various types of land use and development proposals involving both ministerial and administrative type applications.
* Perform other related duties as assigned by the Planning Director.

**Essential Job Functions:**

***Working Environment:*** The work is accomplished in the office of the Morrow County Planning Department in Irrigon as well as in the field in a county-provided automobile. Travel both within and out of county for meetings and trainings is normal and customary.

***Physical:***

* Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.
* Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to 40 pounds frequently.

***Mental:***

* Ability to handle stressful situations when interacting with the public and/or County employees.
* Ability to maintain confidentiality.
* Ability to read, write and comprehend English.
* Ability to deal with the public in the office and in the field in a courteous and professional manner.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

Signed and Approved Date