

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Technical Analyst	C	4	1	Non-Exempt
POSITION TITLE: Assistant Planner		POSITION#:		
☐ New ☒ Revised (Check one)		Date: 07/06/26		
SERVICE TYPE:		AFSCME		
Employee Name: vacant		Department: Community Development	Supervisor: Planning Official 501063	
FTE: 1.0		Employment Status: Regular Full-Time		

Position Summary:

Processes land use applications (ranging from simple to relatively complex applications such as conditional use permits and variances); conducts research and prepares reports; occasionally makes presentations to the Planning Commission; provides explanations to the public of the County's land use program; reviews building permits for compliance with development regulations; performs associated administrative tasks.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Processes land use applications (typically staff-level decisions). Essential Duties: - Receive applications and supporting documents, review for completeness, evaluate against code criteria, and prepare a staff report and decision. - Coordinate with other departments and agencies, including leading group discussions. - Conduct research such as verifying ownership and parcel creation, mapped constraints, applicable laws. - Use numerous computer programs, including Geographic Information Systems mapping. - Prepare findings and conclusions for staff reports to evaluate requests for compliance with applicable code criteria. Typical applications include partitions, property line adjustments, dwellings on resource land, site development plans, conditional use permits, and variances. - Make occasional presentations to the Planning Commission, and possibly to the Board of County Commissioners, generally if a land use decision is appealed.	45%
2	MFA: Respond to questions from the public via email, phone call, and walk-ins regarding development of their property. Essential Duties: - Explain the County's land use program including questions pertaining to setbacks, zoning, floodplain, water supply, land division, protected habitats and allowed land uses. - Research land use histories, deeds, and interpret maps.	35%
3	MFA: Review permits for zoning compliance. Essential Duties: Review permit applications including construction, manufactured dwelling placement, septic, demolition and land use compatibility statements for compliance with pertinent code criteria.	20%

	• Check site plans for setbacks, building height, compliance with land use regulations, and other special considerations such as soil conditions, floodplain location, geologic hazards and natural resources. • Coordinate with other departments and agencies. • Lead group discussions on problematic permits to reach consensus on department's position.	
	And other duties as assigned.	
Percentages should total 100%		100%

Special Requirements

Valid Oregon driver's license. This position requires driving and may require use of a personal vehicle.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sitting most of the time. Infrequently (for site visits) walking over uneven and/or unstable terrain, through tall grass or mud, up and down steep hills.

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: _____