

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Technical Analyst	C	4	2	Non-Exempt
POSITION TITLE:	Associate Planner – Current Planning		POSITION#:	500315
☐ New ☒ Revised (Check one)		Date:	6/12/26	
SERVICE TYPE:		AFSCME		
Employee Name:	vacant	Department:	Community Development	Supervisor: Planning Official 501063
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

Performs primarily current planning, including processing land use applications, answering questions from the public, coordinating multi-departmental and multi-agency reviews of complex land issues. May also contribute to long-range planning projects or other program areas. The proportion of time assigned to these duty areas may vary over time.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Processes land use requests. Essential Duties: - Research records, geographic data, applicable law. May include interpreting ambiguous laws, maps or environmental impact - Determine impact and make recommendations based on research and applicable laws - Organize and review input by County departments, outside agencies, legal entities and the public. - Create maps and other graphics - Produce reports and recommend land use decisions based on knowledge and research relative to County and state law - Present at public hearings before the Planning Commission and/or Board of County Commissioners - Provide information to the public via phone calls, emails and in-person discussions	50%
2	MFA: Perform varied project or specialized program assignments. Essential Duties: - Lead (for current projects) or assist (for long term projects) the planning for and implementation of specific land use planning projects or ongoing programs, under guidance of the Director - Develop expertise in specific project or program area - Assume responsibility for timelines and work product quality - Coordinate public engagement in a variety of forms - Communicate and coordinate with other County staff, staff in outside agencies, committees and the public - Research as necessary	15%

	• Coordinate public meetings and formal hearings. Examples: ○ Amendments to the Comprehensive Plan or Development Code ○ Community planning ○ Serve on interdepartmental committees ○ Staff committees (such as Historic Resources Commission) ○ Lead organizer for technology upgrades Assist with staffing of various commissions and committees, such as Planning Commission, Historic Resources Commission, and Community/Citizen Advisory Committees	
3	MFA: Assists the public and other agencies and departments by answering questions and providing information. Essential Duties: • Make occasional presentations to public groups. • Explain the County's land use program and related topics • Research records, geographic data, applicable laws and interpret maps • Create informational brochures and content for the departmental website.	25%
4	MFA: Review building permits for zoning compliance. Essential Duties: • Handle overflow from Community Development Technician when permit application rates are high. • 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.	10%
	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:

Reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Occasional driving, walking across uneven terrain.

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: _____

