



Hood River County

Employment Opportunity

JOB POSTING

Hood River County Human Resources

Administration Office

601 State Street, Hood River, OR. 97031

Phone (541) 387-6829



An Equal Opportunity Employer

Community Development

April 2025

JOB TITLE: Planning Manager

JOB SUMMARY: Hood River County is looking for an individual who can serve the County Community Development Department in an advanced planning position that performs management and supervisory duties in the planning department, including quality control, policy consistency and direction along with work programming and conflict resolution.

JOB DUTIES: At minimum, the person in the position will primarily assist the Director with developing and managing the overall function of the Planning Department. The selected candidate will assist in making interpretations regarding provisions of the Comprehensive Planning and Zoning Ordinance, providing planning training and leadership to other professional staff, while processing various types of current land use applications and long-range planning projects. This role is required to have an advanced knowledge of Planning concepts, principles, methods and procedures, regulations and laws pertinent to the county, state, and region (National Scenic Area). Additionally, the ability to interpret and implement laws pertaining to planning, zoning and land use, as well as proficiency in public speaking techniques, communicating effectively both orally and in writing to maintain effective working relationships with fellow employees, County officials and the general public.

QUALIFICATION REQUIREMENTS: Bachelor's degree in planning or related field required. At least 5 years of professional planning experience at a Senior Planner level or higher and at least 2 years of management experience or any combination of experience as determined by the hiring authority. Valid driver's license.

Annual Salary: \$83,462 - \$123,544, depending on qualifications. This is an exempt, non-union role.

APPLICATION PROCESS: All applicants must complete a current Hood River County application and submit to Human Resources via mail, email or hand delivered to Administration at 601 State Street, Hood River, OR hr@hoodrivercounty.gov. Applications may be found online at www.hoodrivercounty.gov Services, Employment tab. First review of applications 4:00 pm, Wednesday, May 14, 2025.

Hood River County is an Equal Opportunity Employer.



HOOD RIVER COUNTY

*A Small County with a big mission:
Providing Quality of Life for all.*

FLSA Status: Salary (Exempt)
Union: Non-Union
Work Comp Code:
EEOC:
Job Group:
Salary Range:

JOB TITLE	Planning Manager
REPORTS TO	Community Development Director

Job Summary

An advanced planning position, which performs management and supervisory duties in the planning department, including quality control, policy consistency and direction, work programming and conflict resolution. Under the supervision of the Director, this role performs a variety of routine and complex professional work in Hood River County’s current and long-range planning programs.

Responsibilities – Essential Capabilities

- Serves as a land use specialist and assists the Director in developing and managing the overall function of the Planning Department.
- Assists in making interpretations regarding provisions of the Comprehensive Plan and Zoning Ordinance and submits recommendations to the Director.
- Provides planning training and leadership to other professional staff.
- Conducts complex planning research and analysis, prepares staff reports and presents oral and written reports, including recommendations on both current and long-range planning matters for presentations to the Director, Planning Commission and Board of Commissioners.
- Supervise planners, assigning planning functions; functions as lead staff for complex multidisciplinary and/or inter-jurisdictional planning reviews.

Skills

- Advanced knowledge of Planning concepts, principles, methods and procedures, regulations and laws of county, state, and region (National Scenic Area)
- Ability to interpret and implement laws and rules pertaining to planning, zoning and land use
- Ability to communicate effectively both orally and in writing and to maintain harmonious and effective working relationships with fellow employees, agencies, County officials and the general public
- Proficiency in public speaking techniques; basic math; English grammar and composition
- Knowledge of principles of community organization and citizen involvement
- Ability to evaluate the Comprehensive Plan and interpret and implement all aspects of the zoning code in compliance with applicable statewide planning goals, policies and statutes

Knowledge

- College degree in planning or related field
- At least 5 (five) years of professional planning experience at a Senior Planner level or higher
- At least 2 (two) years of management experience (or equivalent)
- Any satisfactory combination of experience and training as determined by the hiring authority.

Effort (Discretion)

Works under the direct supervision of the Community Development Director.

Working Conditions

The employee will primarily work in a typical indoor office environment, with phones and various pieces of office equipment. This position interacts frequently with the general public. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. The Employee must be able to regularly lift and/or move up to between 10 and 25 lbs. Performing the duties of the job may also require occasional work in outside weather conditions.

HOOD RIVER COUNTY

Application for Employment

601 State Street, Hood River OR 97031
 Email: hr@hoodrivercounty.gov Phone: 541-387-6829

Hood River County provides equal employment opportunities to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.

Position				
Position Applying For		Available Start Date	Where Did You See This Job Posting:	
Personal Information				
Name				
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)				
Education		List any colleges, military, trade, business or other schools attended.		
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses		List any professional license, registration, or certificate required or preferred for the position.		
Type	Issuing Agency	Date Issued	Date Expires	

References

Name	Title	Company	Phone

Employment History

The information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted, but will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			

Duties			
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Employer (2)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			

Duties			
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Employer (3)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			
Duties			

Employer (4)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			
Duties			

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing entity to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening, criminal history background and credit check, if applicable.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-connected disability;
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;
 - Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
 - Receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions, please contact Human Resources.

(541) 387-6829 or [email: hr@hoodrivercounty.gov](mailto:hr@hoodrivercounty.gov)