

# **LINN COUNTY CLASSIFICATION**

**TITLE: DIRECTOR, PLANNING & BUILDING DEPARTMENT**  
**NUMBER: 370** **APPROVAL ORDER**  
**PAY RANGE: 25** **NUMBER: 2000-292**  
**CATEGORY: MANAGEMENT/EXEMPT** **DATE: August 9, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Supervise the county planning and building department and participate in current and long-range land use planning activities; organize, direct and participate in the activities of subordinate staff involving the development, revision, implementation and administration of land use and building inspection policies and procedures and of the county's comprehensive land use plan and its implementing ordinances; supervise the enforcement of land development and building codes.

SUPERVISION RECEIVED: Works under the general supervision of the Board of Commissioners and County Administrative Officer, who assign and review work through periodic conferences and analysis of overall results achieved.

SUPERVISION EXERCISED: Assigns and monitors duties and work performance, selects new personnel, provides training, resolves grievances and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide general leadership, supervision and direction for the planning and building inspection sections within the department.
2. Represent the department before the Board of Commissioners and the public on policy, program, administrative and financial matters affecting the department.
3. Represent the department at state, regional and local meetings with various governmental agencies. May delegate this responsibility to other staff should the need arise.
4. Directly manage adjunct department programs such as code enforcement, rural addressing, historic preservation and smaller city planning.
5. Provide leadership in problem and dispute resolution related to the various functions and activities of the department.
6. Manage intergovernmental coordination activities with cities and special districts in the County as they affect urban growth management, planning, building inspection and related activities.
7. Directly supervise section heads within the department. Delegates supervision of subordinate staff to the section heads.
8. Directly supervise clerical staff responsible for budget and personnel matters.

9. Responsible for performance evaluations of department personnel and for assignment of primary work duties. Responsible for hiring and discipline of department staff.
10. Prepare and manage department budget.
11. Prepare and manage department work program and is accountable to Board of Commissioners for work program management.
12. Prepare major department management policies and assure that they will be implemented.
13. Review all major reports on planning and building inspection matters prior to presentation to the Board of Commissioners.
14. Assume responsibilities of Planning Manager when he is absent from the department.
15. Perform special assignments for the Board of Commissioners or the County Administrative Officer.
16. Develop and maintain effective, harmonious and reasonable work relationships with others.
17. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

18. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of modern land use planning principles and practices; thorough knowledge of Oregon land use procedures and statutes, administrative rules and case law; knowledge of the principles and practices of organization and supervision; ability to plan, organize and direct the work of subordinate professional and administrative support staff.

Ability to prepare, present and explain reports in a clear and concise manner; ability to comprehend and interpret land use statutes, administrative rules, case law and county land use plan and ordinances; ability to apply laws, ordinances, and regulations in a uniform manner; ability to express ideas and convey information effectively both orally and in writing; ability to supervise and participate in the drafting and revision of comprehensive land use plans and related implementing ordinances in accordance with local needs and state requirements; ability to deal with state and local government officials and the public in a courteous and tactful manner; ability to establish and maintain effective working relationships with superiors, subordinates, other county employees, public and private officials and the public.

EXPERIENCE, EDUCATION AND TRAINING: Six years of progressively responsible professional planning experience with three years in a supervisory capacity; Masters Degree in planning or related field, i.e. public administration. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.