

LINN COUNTY CLASSIFICATION

TITLE: PLANNING & BUILDING DEPARTMENT DIRECTOR

NUMBER: 370

APPROVAL ORDER NUMBER: 2022-108

PAY RANGE: 62

DATE: MAY 24, 2022

CATEGORY: MANAGEMENT/EXEMPT

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 the County's comprehensive land use plan and its implementing ordinances, and the County's Building Code and 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 and remain in 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. Manage adjunct department programs such as code enforcement, rural addressing, historic preservation and smaller city planning and building inspection contracts.
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. Delegate 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, or review and approval of evaluations by delegated section heads, 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 the Board of Commissioners for work program management.
12. Prepare major department management policies and assure they are implemented.
13. Review all major reports on planning and building inspection matters prior to presentation to the Board of Commissioners.
14. Perform special assignments for the Board of Commissioners or the County Administrative Officer.
15. Develop and maintain effective, harmonious and reasonable work relationships with others.
16. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential function of the job classification.

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 Oregon land use procedures and statutes, administrative rules and case law or thorough knowledge of the State of Oregon and International building codes and Linn County land development ordinances and building codes; 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 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 Land Use Planning or Building Inspection/Building Official experience with three years in a supervisory capacity; Master's Degree in public administration preferred. 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.