

EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Land Development Services	CLASSIFICATION:	319
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E08
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Land Development Services Department for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Plan, organize, direct and coordinate all activities of the Department. Ensure development and implementation of all Departmental goals, work programs, policies and procedures.

Serve as, or appoint designee to serve as, statutory Planning Director.

Plan and supervise the County Building Inspection program, involving review of plans and inspection of buildings, and enforcement of the building code and specialty codes as adopted by the County.

Provide final review, and recommendation to the Board of County Commissioners for the Departmental work plan and budget.

Direct the preparation of and review meeting agendas, staff reports, legal notices and official correspondence regarding land development issues.

Oversee the development of intergovernmental agreements and approve professional service contracts for supplementing staff work programs.

Ensure Departmental representation at all meetings of the Board of County Commissioners, Planning Commission, local planning advisory committees, surface mining and land reclamation committee, realtors and homebuilders associations, court hearings and other various committees and groups. Ensure appropriate written and oral presentations before all of the above.

Participate in professional organizations and activities related to land development.

Respond to and be a liaison for resolving questions, concerns and complaints regarding department activities. Conduct high level investigations for code violations, complaints, hazardous conditions, zoning issues, and policy or procedure concerns.

Develop and maintain positive public relations with all customers and be responsive to customer needs. Ensure that Departmental processes are “user friendly”.

Identify opportunities and plans for changing work processes and procedures to ensure innovative solutions. Prepare policy and procedure changes and/or revisions to present to the Board of County Commissioners for approval.

Coordinate departmental activities and cooperate with other representatives of other related public bodies.

Formulate and present departmental budget for review by Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Ensure departmental compliance with County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

SUPERVISORY RESPONSIBILITIES: Directly supervise senior staff, including the, Planning Division Manager, Building Official, Office Manager and others, who supervise additional staff of 9-12.

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.
- Fulfill role as Appointing Authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective actions if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide staff members with technical and/or professional guidance and support as needed.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County’s policies and procedures, collective bargaining agreements, and State and Federal laws.
- Coordinate all personnel functions with the Human Resources Department.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Board of County Commissioners and is reviewed jointly by the Board and Director through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Equivalent to a four year university education in business, public administration, planning or biological science or closely related field. Six years' increasingly responsible management experience at a minimum level equivalent to a Senior/Chief staff member in the land use field, including at least three years of supervisory or lead work experience. Any satisfactory combination of experience and training may be substituted for these requirements.

SPECIAL LICENSES, CERTIFICATIONS: Must possess a valid driver's license and be insurable under the County's liability insurance.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of modern land use principles and practices. Considerable knowledge of Oregon land use statutes, administrative rules and case law. Considerable knowledge of building construction along with a thorough knowledge of county and state building and zoning laws and codes. Considerable knowledge of socio-economic and legal implications of land use planning. Extensive knowledge of management principles and practices of human and financial resource management.

Familiarity with the use of personal computers and general business software such as word processing and spreadsheets.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.
- Provide excellent customer service to the general public and model customer service skills for employees.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***