



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Community Development	DATE: March 2022
JOB TITLE: Community Development Director	JOB STATUS: Exempt
SALARY GRADE: NU-022	FLSA Exempt: Yes

PURPOSE OF POSITION: Directs the Community Development Department, including Planning, Building and Economic Development Divisions and associated staff, and administers Planning Commission processes. Implements land use and related municipal plans and policies and serves the public directly in guiding and processing land use applications and enforcing policies. Responsible for implementing and maintaining current and long-range development plans. Participate as a member of the City management team.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and networking with others in area served; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Lead, plan, and assign work tasks; review and evaluate work assignments and performance for the Planning, Building, and Economic Development divisions; maintenance of accurate and complete records of department activities.
2. Serve as Planning Official responsible for the administration of the Lebanon Development Code, the Lebanon Comprehensive Plan, and other planning-related documents.
3. Communicate with the public on zoning, development, and similar land use matters.
4. Responsible for evaluating land use proposals to ensure compliance with applicable City, State, or Federal laws. Accountable for reviewing and evaluating land use applications including the preparation of reports for staff level and public hearing decision making.
5. Responsible for the Building Inspection Program to ensure compliance with applicable laws, policies, and professional service agreements.
6. Lead the planning and implementation aspects of the Lebanon 2040 Strategic Action Plan associated with community development.
7. Ensure the maintenance of accurate and complete records of department activities and records.
8. Identify, pursue, and manage grant opportunities; research and develop projects budgets, and apply for funding sources for Community Development-related projects.

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9. Responsible for negotiating, coordinating, and managing planning consultant contracts when necessary. Review the work of consultants for compliance with contracts.
10. Demonstrate leadership, support, and guidance for departmental staff.
11. Responsible for developing short and long-range departmental goals. Gather, interpret, and prepare data for studies, reports, and recommendations. Work with City Manager and Economic Development staff to advance projects, goal, and opportunities.
12. Responsible for preparation and administration of the departmental budget; maintain and monitor appropriate budgeting and expenditure controls.
13. Responsible for providing professional guidance to members of City departments, City Council, City Manager, and others on matters related to the functions of the department as appropriate. Attend applicable City meetings as required.
14. Operate a motor vehicle safely and legally.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. A Bachelor’s Degree from an accredited university in land use planning, geography, economics, public administration, or a closely related field AND at least five (5) years of experience in municipal planning and community development, with at least three (3) years of supervisor experience, OR an equivalent combination of education and experience that ensure the ability to perform the duties of the position.
2. Three (3) years of experience working with citizens and advisory committees.

Licenses & Certificates:

1. Possess or obtain a valid Oregon driver license within the first 30 days of employment

DESIRABLE QUALIFICATIONS:

1. Membership in the American Institute of Certified Planners (AICP), American Planning Association (APA), and Oregon Chapter of the APA.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Principles, practices, and techniques of public administration and City government.
2. Personnel policies and practices.

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3. Government budget policies and procedures.
4. Principles and practices of management and supervision.
5. Principles of budget preparation and fiscal accounting.
6. Principles and practices and techniques of public planning and administration.
7. Reporting and disclosure requirements of government entities.
8. Broad knowledge of the principles and practices of land use planning, zoning, and its administration; Oregon State-wide Land Use Planning Goals, and applicable Oregon laws.

Skill in:

1. Personnel supervision.
2. Planning, coordinating, and directing the operations of the Community Development Department to achieve established goals and maximize efficiency.
3. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
4. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
5. Interpreting fiscal and accounting procedures, ensuring conformity to appropriate standards.
6. Conducting research, writing technical reports, and developing plans and procedures for the community development department.
7. Providing outstanding customer satisfaction (internally and externally).
8. Proficient use of Microsoft Office and applicable specialized software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.
5. Handle critical emergency situations in a professional, effective, and efficient manner.

PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this position, the employee is required to sit, stand, communicate, reach and manipulate objects, tools, or controls. This position requires mobility.
2. Duties involve moving materials and equipment weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 30 pounds.
3. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

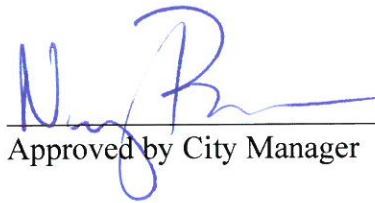
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WORKING CONDITIONS:

1. Usual office working conditions. The noise level in the work area is typical of most office environments. Evening meetings and some travel are required.

SUPERVISORY RESPONSIBILITIES: Responsible for 2 to 5 FTE, seldom more than 7.

SUPERVISION RECEIVED: Works under the direction of the City Manager.



Approved by City Manager

3/25/2022
March 2022