PURPOSE OF POSITION: To formulate and manage the technical and administrative functions of the Planning and Building Divisions and assigned personnel. Serve as technical advisor to the Planning Commission; perform administrative, technical and professional work in the current and long range planning programs of the City related to the development and implementation of land use and related municipal plans and policies. Serve as a member of the City management team.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Maintains regular job attendance and adherence to working hours.
2. Possess and maintain a valid Oregon Drivers License with an acceptable driving record.
3. Supervise, plan and assign work tasks, review and evaluate work assignments and performance for the Planning and Building Division.
4. Develop short and long range goals. Gather, interpret, and prepare data for studies, reports and recommendations.
5. Prepare and administer the CDC budget; maintain and monitor appropriate budgeting and expenditure controls.
6. Attend City Council and Planning Commission meetings, make reports as directed. Act as staff advisor to the Planning Commission and City Council on planning related matters, providing technical assistance when needed.
7. Act as Planning Official responsible for the administration of the Lebanon Development Code, the Lebanon Comprehensive Plan and other planning-related documents.
8. Evaluate land use proposals to insure compliance with applicable City, State or Federal laws.
9. Review and evaluate land use applications including the preparation of reports for staff level and public hearing decision making.
10. Oversee the Building Inspection Program to ensure compliance with applicable City Council and requirements.
11. Manage and contribute to the Development Review Team meetings and process. Coordinate Department activities with other Departments and outside agencies.

12. Communicate with the public on zoning, development and similar land use matters.

13. Ensure the maintenance of accurate and complete records of Department activities and records.

14. Oversee the identification and management of grant opportunities, research and develop project budgets, and apply for funding sources for Community Development-related projects.

15. Negotiate, coordinate and manage planning consultant contracts when necessary. Review the work of consultants for compliance with contracts.

16. Maintain work area in a clean and orderly manner.

17. Ensure compliance with and follow all safety rules and procedures established by the City Safety Manual.

18. Maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in area served.

MANDATORY QUALIFICATIONS:

Education & Experience:
1. Bachelor’s degree from an accredited college/university in land use planning or a closely related field.
2. Five (5) years of public administration experience in planning or an equivalent combination of education and experience.
3. Three (3) years of supervisory experience.
4. Three (3) years of experience working with citizens and advisory committees.

Licenses & Certificates:
1. Ability to receive security clearance from the Criminal Justice Information Services within the first 45 days of employment.
2. Possess or obtain a valid Oregon drivers 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.
3. Government budget policies and procedures.
4. Principles and practices of management and supervision.
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 managing 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, insuring conformity to appropriate standards.
6. Providing outstanding customer satisfaction (internally and externally).
7. Conducting research, writing technical reports and developing plans and procedures for the community development department.
8. Use of Microsoft Office.

Ability to:
1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City professionally and effectively in meetings with others.
3. Establish and maintain effective working relationships.
5. Handle critical emergency situations in a professional, effective and efficient manner.

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

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments. Evening meetings and some travel 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: October 2010