



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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### POSITION DESCRIPTION

Job Title: Community Development Deputy Director  
Department: Community Development: Planning Division  
FLSA Status: Exempt  
WC Code: 9410  
Effective Date: April 1, 2019  
Last Revised: April 1, 2019  
Pay Grade: N19  
Union: Non-Union (Supervisory)

#### SUMMARY

Individuals within the Deputy Director classification are expected to apply advanced knowledge of the principles, practices, procedures, regulations, and ordinances involved in land use planning; Perform complex and technical assignments and duties with considerable independence; manage advanced planning projects; Provide technical assistance and guidance to lower classified planners and planning personnel; A community Development Deputy Director is expected to have complex, competent knowledge of all levels of land use and related regulations and procedures. This knowledge must include a thorough understanding of specific departmental policies and procedures resulting in the ability to represent matters in inter-departmental, interagency, and public settings with little to no supervision. Oversees and Manages the Planning Division of the Community Development Department.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties that are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Interprets and administers a broad range of County, State and Federal land use ordinances, laws, and rules.
2. Responds to difficult questions from the public related to land use, land development, and zoning.
3. Provides oversight and direction to all planners in their daily duties and at the front counter related to customer service and the administration of land use permits.
4. Supervises and communicates with and serves as a resource to all planning staff. Communicates with county departments, City, State, and Federal agencies concerning land use information and regulations.
5. Performs pre-application reviews and processes applications for site review, land divisions, variances, home occupations, farm, forest, lot history, flood review, quasi-judicial comprehensive plan map amendments, and the most advanced or technical applications.
6. Manages and completes advanced planning projects, such as ordinance text amendments, rural community plans, exceptions to statewide planning goals, preparation of inventories or databases and periodic review tasks.

7. Performs field investigations to gather information regarding land characteristics to determine the ability of land to support specific uses, to include an assessment of appropriate conditions of development and/or operation.
8. Prepares and presents staff reports at public hearings, and represent the planning office in other agency, civic or legal forums.
9. Researches records and other sources, analyzes data obtained, and prepares written and visual demonstrations based on this work.
10. Represents Planning Department and assist Director as assigned, to include representation at inter-agency meetings or those of the Board of Commissioners.
11. Serves as the primary advisor to lower classified planners and ordinance administrator regarding complex development decisions.
12. Acts as a Supervisor to lower level planning staff including direction of work and task assignment, assessment and review of Staff in conjunction with the Director.
13. Performs both development review and long range planning tasks, including Comprehensive Plan / Zone amendments.
14. Serves as Community Development Director in the absence of the Director.
15. Other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

Supervises subordinate employees including assigning, scheduling, and reviewing work, evaluating performance, training, and providing technical assistance in conjunction with the Director. Carries out supervisory responsibilities in accordance with policies and applicable laws.

#### QUALIFICATIONS

Proven ability to manage the most complex and controversial public review items, such as those involving exceptions to statewide planning goals. At-hand knowledge of State and local land use hearing procedures and rules. Ability to successfully manage advanced planning projects. Effective verbal and written communication skills are essential.

#### EDUCATION AND EXPERIENCE

A bachelor's degree in planning or related field and a minimum of five (5) years of planning experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

The consequence of error could have an adverse impact on public safety and legal liability due to an accident or property loss where codes were not enforced or in compliance.

#### JOB CONTACTS

Contacts are with other County offices, builders, architects, engineers, and the general public. Communication is regularly required to give and exchange information regarding land use in a positive and helpful manner.

#### LANGUAGE SKILLS

Ability to competently read, understand, analyze, and interpret the most difficult zoning and land use publications and data, as well as laws, rules and regulations that relate to zoning and land use. Language skill includes effective verbal communications with customers and other land use participants, with appropriate responses to inquiries. Ability to write clear, concise correspondence and reports involving complex subject matters that conform to approved style and format. Ability to effectively organize and make oral and visual presentations and reports at staff application review meetings and public meetings.

#### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### REASONING ABILITIES

Ability to define nearly all planning problems, collect data, establish facts, and draw valid conclusions. Reasoning skill also includes the ability to comprehend a wide variety of general and technical instructions and guidelines and to distinguish the appropriately distinguish application in differing situations.

#### OTHER SKILLS AND ABILITIES

Because excellent public service is the most important goal of the planning office, very high value is placed on customer service skills. All employees of the planning office are expected to extend thorough, thoughtful, and helpful expertise about planning requirements and/or services to all customers in a friendly, open, and unbiased manner. When possible as outlined under land use code, work to find solutions to customer requests.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Must possess or have the ability to obtain a valid Oregon driver's license and have a safe driving record.

#### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the responsibilities and duties of this job. The position works closely with the public and is impacted by the necessity of meeting time lines established by uncontrollable workflow, attention to detail, and uncontrollable interruptions.

#### PHYSICAL REQUIREMENTS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 25</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:	Map Reading, Estimating Distance		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors: Field Work (i.e. Site visits)</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>