



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Community Development Office Manager  
Department: Community Development  
FLSA Status: Non-Exempt  
WC Code: 8810  
Effective Date: April 4, 2012  
Last Revised: May 9, 2017  
Pay Grade: A13  
Union: AFSCME

#### SUMMARY

Oversees the office administrative function of the Planning, Building Safety and Economic Development divisions of the Community Development Department. Performs advanced and complex clerical and administrative duties in support of the Community Development department. Requires considerable knowledge of the Oregon state land use planning system, the procedural requirements of the land development code, and specialized knowledge concerning public hearing procedures and statutory compliance. Completing work assignments will frequently require the interpretation of governing regulations, policies and procedures, and coordination with other County departments. This position is frequently called upon to explain complex policies, ordinance provisions and procedures to both the public and other employees. Incumbents in this class work with relative independence. Work is performed under general supervision of the Community Development Director and is reviewed primarily through results attained. Employees in this position may have full supervisory responsibility for one (1) or two (2) employees who are performing work of a similar nature. Incumbents may be responsible for assigning and reviewing work of other clerical support employees, as well as training new employees.

#### 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 which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Compiles special studies of complicated data and/or state law and administrative rule specific to Community Development department regulatory requirements.
2. Independently responds to correspondence of a non-routine nature; handles procedural and technical matters related to addressing, application requirements, and documentation of a non-routine nature.
3. Reviews reports/documents to identify and trace sources of error; makes necessary adjustments.
4. Researches and recommends changes in policies and procedures affecting assigned function, both in Community Development and in coordination with other departments.
5. Summarizes information from various sources into either narrative or report format of own design to respond to management inquiries.

6. Prepares, tracks, finalizes application packets for administrative and quasi-judicial land use actions. Determines public notice area and prepares addressing for notices according to Assessor's data.
7. Explains departmental policies and procedures and governing regulations to the public, volunteers and/or other employees. Attends public meetings as recording secretary, accurately documenting testimony for hearings and decision schedules, and assisting other Community Development staff as required.
8. Gathers data, posts, sorts, checks and maintains records; assigns addresses to newly developed properties according to departmental policy; receipts money.
9. Types forms, letters, memos, reports and file cards; makes copies with little or no supervision including but not limited to Land use Compatibility Statements.
10. Conducts research on economic development projects, compiles results and reports to Director.
11. If assigned supervisory duties: Supervises subordinate employees including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action and effectively recommending on hiring and termination decisions; and/or assigns and reviews work of other clerical support employees.
12. Coordinates Administrative duties of the three divisions of the Community Development Department.
13. Coordinates and schedules land use hearings with Planning Commission, Board of Commissioners, sub-committees; produces and disseminates agendas for hearings and meetings. Uploads agendas, minutes and other information regarding land use matters to the County web-site.
14. Coordinates and schedules meetings between Community Development department staff, State and Federal agencies, County Departments, business parties, and general public.
15. Manages Josephine County Medical Hardship Program.
16. Other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

Employees in this classification may have project-specific supervisory responsibility for one (1) or two (2) employees who are performing work of a similar nature.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires thorough knowledge of general office practices and procedures; filing systems including alphabetical, numerical and chronological; business English, spelling and punctuation; recordkeeping; address assignments; and the ability to apply ordinance provisions to land use permit procedures. Considerable knowledge of the operations, policies, terminology and governing laws of the Planning department is required. Must possess the ability to interpret governing regulations, policies and procedures of assigned function; effectively explain departmental policies and procedures; research areas of responsibility and make procedural recommendations; consolidate information from various sources into reporting format of own design; establish priorities and organize own workload; assign and review the work of others; communicate effectively both verbally and in writing; organize, file and retrieve materials and documents; deal courteously and tactfully with the general public; and make complex mathematical computations and calculations with speed and accuracy. Must possess the ability to understand and interpret deed and legal property descriptions; interpret maps and aerial photographs; use Geographic Information System-based software and Lazerfiche to perform research of property histories, information and permit documents. Must possess the ability to assist in preparing and revising zoning forms, applications, brochures and public information materials. Requires the exercise of good judgment in the interpretation of ordinances and the ability to carry out assigned tasks largely independent of supervision.

#### EDUCATION AND EXPERIENCE

High school graduation or equivalency; completion of two year Associates in Applied Science or equivalent; and four years of progressively responsible clerical work including experience in the operations of a Planning department; or any

satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. Paralegal experience preferred.

#### JOB IMPACT

The most common consequence of error would involve financial loss due to improper maintenance of records or miscalculations; possible litigation; and/or cost and remand of land use decisions upon appeal to Land Use Board of Appeals.

#### TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around the interpretation and application of governing laws and regulations in responding to questions from the public and in completing responsibilities/assignments; and in dealing tactfully and appropriately with the public and/or clients who may be irate or difficult.

#### JOB CONTACTS

This position generally has contact with the general public; other agencies, including, state and federal agencies; and with other County departments.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret informational periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, professional correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as, proportions, percentages, area, distance, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, written or diagram form and deal with several abstract and concrete variables

#### OTHER SKILLS AND ABILITIES

The operation of standard office equipment, including utilizing computer software to prepare statistical data and reports; typing; word processing, GIS-based maps.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, valid Oregon Driver's license and safe driving record may be required depending on position assignment.

#### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a 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

Work is normally performed in an office environment, and may require attendance at evening meetings in out-of-office locations. The position is impacted by the need to meet established deadlines; repetitiveness of tasks; attention to detail/accuracy, the need to make judgments under pressure, usually in dealing with the public; uncontrollable work flow; and uncontrollable interruptions and distractions.

#### PHYSICAL REQUIREMENTS

The physical requirements outlined 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 type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input 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 type="checkbox"/>	<input checked="" 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 = 25lbs</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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input 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: Three Dimensional Vision/ Near Vision for details			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: 100%/ Office			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</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 type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" 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"/>