



City of Lake Oswego, Oregon

Job Description

DEPUTY COMMUNITY DEVELOPMENT DIRECTOR

FLSA Status: Exempt

Salary Grade: 590

Union Representation: Non-represented

Job Code: 3076

Class Summary

Under the general direction of the Community Development Director, this position, plans, directs and organizes the City's current planning, assists the Director in directing the City's long-range planning and code enforcement programs, and performs other special planning, development review and code enforcement responsibilities as assigned. The position supervises and provides direction to current planning staff and leads high-profile current and long-range planning projects and assignments. The position periodically reviews and updates City's policies, regulations, codes and procedures. The Assistant Director may serve as Community Development Director in the Director's absence.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Supervises support and professional staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, making hiring, disciplinary, and termination recommendations, making pay rate change recommendations and providing training and development for staff.
2. Reviews and edits development review staff reports, preapplication reports, memos, and letters to assure accuracy and quality control.
3. Makes recommendations for the Development Review Commission, Planning Commission and ad hoc committees including identifying key policy issues, related codes and regulations and ensuring accuracy and completeness. Develops and formulates policies, codes and procedures for adoption as well as interpreting existing policies and land use issues.
4. Prepares technical reports regarding land use, development, and natural resource matters including analyzing data, determining consequences of actions, developing alternatives and making recommendations for the best alternative.
5. Responds to requests for information and provides technical support and policy advice to the Director, City Council, Board and Commissions and other outside agencies.
6. Oversees and provides direction to consultants undertaking design and land use projects including determining scheduling, ensuring standards are met, approving work projects and change orders.
7. Assists the Director in representing the City on local and regional community development issues.

8. Assists in preparing the Planning Department budget including determining service needs, capital purchases and allocation of resources. Monitors departmental expenditures and evaluates program effectiveness.
9. Assists in establishing Planning Department administrative policies and guidelines and in updating city codes and regulations including identifying relevant issues and determining how issues should be addressed to remain in-line with the City's goals and objectives.
10. Responds to and resolves customer service complaints and permitting issues.
11. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Land use, transportation, and natural resource planning theories and principles.
- Management theories and principles.
- State and federal laws and regulations governing land use, transportation and natural resources.
- Coordinating responsibilities with other local, state and federal agencies.
- Project management.
- Public facilities planning.
- Site planning and urban design.
- Research methods and statistical analysis.
- Report writing.
- Presentation techniques.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply land use planning theories and practices.
- Apply management theories and practices.
- Track and record expenditures.
- Site planning and urban design.
- Apply natural resource protection and preservation measures.
- Manage projects.
- Write reports.
- Make presentations.
- Resolve conflicts.
- Public involvement/and promoting positive public relations.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is through obtaining a Bachelor's degree in Planning, Urban Development, Public Administration, or related field, and eight years of increasingly responsible related experience including at least three years of supervisory experience; or an equivalent combination of training and experience to perform the duties of the job. Master's degree is preferred.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; attending meetings or activities outside normal working hours; operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.