



## City of Lake Oswego, Oregon

### Job Description

#### SENIOR DEVELOPMENT SPECIALIST

**FLSA Status: Non-exempt**  
**Union Representation: LOMEA**

**Salary Grade: 177**  
**Job Code: 2062**

#### Class Summary

Under general direction of the Planning and Building Services Director or Permit Center Manager, reviews development/site plans submitted with building permit applications for compliance with land use and engineering policies, regulations, and standards. This individual assists builders, developers, architects, surveyors, and other design professionals, and members of the public, with understanding and complying with the City's development regulations.

#### 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. Review plans for new construction, exterior remodels, and additions for completeness prior to acceptance by the Building Division; provide timely, consolidated completeness comments to the applicant and coordinate response with Building staff.
2. Review plans for land use, stormwater, grading, erosion control, tree protection and mitigation, transportation access and private utilities, for compliance with Planning and Engineering codes, standards, and land use conditions of approval; interpret City codes, policies and regulations, and coordinate with the respective departments as needed to determine compliance.
3. Provide customer service at the Permit Center counter, including plan intake and over-the-counter plan checks for designated areas of responsibility; demonstrate excellent communication skills working with a variety of customers to explain requirements for application completeness.
4. Coordinate with city staff and technical specialists under contract with the city to assist with plan reviews; where conflicts arise between reviewer comments, work with the Director or Permit Center Manager, as applicable, to resolve conflicts and achieve compliance.
5. Provide applicants with comments on plan reviews and serve as the City-liaison to the applicant for Planning and Engineering requirements.
6. Attend Community Development Managers meeting as needed to resolve key issues arising from site plan reviews; provide advice on permit process improvements.
7. Perform planning and engineering inspections of projects for compliance with approved plans.
8. Coordinate enforcement actions as appropriate with the Code Enforcement Specialist.
9. Meet with applicants, design professionals, contractors, and staff to identify and resolve problems.

10. Meet with and explain to the public and members of the development community specific planning, zoning, and development activities, projects, regulations and standards; research information; interpret data, answer questions and explain requirements, regulations, and procedures.
11. Attend meetings of elected and appointed officials, present, and answer questions as necessary.
12. Performs other duties of a similar nature or level; this position may backup development review planners by providing land use/development reviews of moderate complexity.

## **Minimum Qualifications**

### **Knowledge of:**

- Current issues, trends, practices and principles of development review and permitting.
- Plans and legal instruments used in land development and construction, specifically for building design, grading, utilities, erosion control, natural resource protection and mitigation, tree removal and protection, and stormwater management.
- Standards, laws, codes, ordinances and regulations governing land use, development, stormwater management, and natural resources.
- Development and building design standards, including standards for residential infill development, and hillside development.
- Mathematical and statistical principles and analysis.
- Reports and analyses available through geographic information systems.
- Personal computers and software applications for general office use, and development and construction.

### **Skills and Abilities to:**

- Work independently with minimal supervision and guidance.
- Read and interpret highly complex plans, drawings, specifications and details.
- Read and interpret complex rules, regulations and ordinances.
- Analyze various statistical data using appropriate statistical methods.
- Establish and maintain effective working relationships with other employees, agencies, public officials and the general public.
- Communicate effectively with diverse customers, orally, graphically, and in writing.
- Make presentations including graphics, and develop reports that may include technical information.
- Use word processing, spreadsheet, permitting, and other software applications (such as CAD, GIS, Acrobat) as required for the position.
- 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 Master's degree in Urban Planning, Engineering, Architecture, Landscape Architecture or related field, and six years of increasingly responsible related experience; or an equivalent combination of training and experience to perform the duties of the job.

### **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.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**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.*