



## City of Lake Oswego, Oregon

### Job Description

## DIRECTOR OF PLANNING AND BUILDING SERVICES

**FLSA Status: Exempt**

**Salary Grade: 420**

**Union Representation: Non-represented**

**Job Code: 3093**

### Class Summary

The Director of Planning and Building Services directs the City's Planning and Building Department and serves as an advisor to the City Manager and other City staff on development and growth issues, including planning and development review. Supervises and provides direction to staff regarding current planning and building projects and assignments.

### 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. Plans, organizes and directs the activities of the Department to ensure City goals and objectives are met; sets program standards.
3. Provides managerial leadership to direct and manage departmental operations including budget administration, staff supervision and staff development.
4. Responds to requests for information and provides technical support and policy advice to the City Manager, City Council, Board and Commissions and other outside agencies.
5. Represents the City on regional land use and transportation issues.
6. Prepares the annual budget for the Department and assists in preparing the city budget including determining service needs, capital purchases and allocation of resources. Monitors departmental expenditures and evaluates program effectiveness.
7. Performs other duties of a similar nature or level.

### Minimum Qualifications

#### Knowledge of:

- Management theories and principles.
- Local, state and federal ordinances, codes, laws and regulations.
- 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 management theories and practices.
- Track and record expenditures.
- Manage projects.
- Write reports.
- Make presentations.
- Resolve conflicts.
- Public involvement/and promoting positive public relations.
- Apply management theories and practices.
- Record and tracking revenues and expenditures.
- Resolve conflicts.
- Promote positive public relations.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- 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 ten years of increasingly responsible related 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. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.*