



CLASSIFICATION NO. 292

Established: 12/02

Revised: 12/07

FLSA: Exempt

EEO: 1

COUNTY SURVEYOR

CLASS CHARACTERISTICS

To plan, organize and direct the surveying, recording and plat review activities of the County Surveyor's Office; to direct and administer the establishment, reestablishment and maintenance of the Public Land Survey System (PLSS); to perform advanced level boundary, cadastral, construction and geodetic surveying work; to perform the legal responsibilities of the County Surveyor; to provide service and assistance to other management and professional staff, to cities and other agencies, and to the general public; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The County Surveyor's Office, within the Department of Transportation and Development, conducts a variety of professional surveying activities for Clackamas County including maintaining public records, restoring and referencing Public Land Corners (PLSS) monuments, reviewing and approving new subdivision, partition and condominium plats and providing technical and professional assistance to the public.

The County Surveyor receives direction from the Director of Transportation and Development or the Director's designee and exercises direct supervision over assigned professional, technical and administrative support staff. The position is responsible for all programs and goals within the County Surveyor's Office. It is also responsible for the interpretation of state laws and for compliance with those laws and local regulations as they may apply to business processes within the jurisdiction of the County Surveyor.

The County Surveyor is distinguished from the Land Surveyor Manager by its primary responsibility for all operations within that Office, and by those duties that cannot be delegated because of statutory restrictions.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops and implements new and revised policies; establishes goals, standards, and objectives; oversees the development of annual program plans; ensures that the provision of services is in compliance with Federal and State statutes, rules, regulations, City and County codes, and county policies.
2. Oversees, develops, and implements the Public Land Corner Program; establishes goals and objectives; assures compliance with Federal and State statutes.
3. Oversees, develops, and implements the development review/public record section; establishes goals and objectives; assures compliance with State statutes; reviews and

approves subdivision, partition, and condominium plats and records surveys; files surveys establishing property lines, rights-of-way, monuments and similar cadastral information.

4. Hires and directs division supervisory staff and employees to provide quality service to citizens of Clackamas County; prepares and conducts performance evaluations of professional, technical, and supervisory staff; determines and approves disciplinary actions; conducts and/or facilitates staff training and development; promotes cooperative team efforts among staff and with other County departments.
5. Directs and oversees the preparation of annual and supplemental budgets for the division, presents budget proposals to County budget committee and Board of County Commissioners; oversees the monitoring of revenues and expenditures.
6. Promotes divisional activities and programs to business associations, professional organizations, citizen groups, and the public; evaluates and responds to issues of concern and complaints of employees, citizen groups, the general public and other government agencies; appears in court for legal survey-related matters and represents the County to outside agencies at public hearings.
7. Participates in state and regional organizations, commissions, and committees to promote and coordinate intergovernmental programs.
8. Reviews legislation and may testify before legislative committees as requested by the Department Director.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Practical and legal principles of boundary, cadastral, and geodetic surveying; Federal and State laws governing the practice of boundary surveying and the establishment of Public Land Corners; the review and approval of subdivisions, partitions, and condominiums; principles, methods, and techniques of public administration; personnel management techniques; public sector budgeting procedures; archival principles of permanent public records.

Skill to: Manage, develop, organize and direct personnel toward the accomplishment of Department goals; communicate effectively, both orally and in writing; effectively hire, train, motivate, evaluate and discipline assigned personnel; prepare clear and concise reports; establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Valid and active license as a Professional Land Surveyor in the State of Oregon throughout the course of employment, as required by statute.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 1/16