



CLASSIFICATION NO. 394

Established: 6/03

Revised: 12/07, 3/15, 7/25

FLSA: Exempt

EEO: 3

## **DEVELOPMENT REVIEW SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize, direct and manage assigned staff in the function(s) of transportation, surveying, surface water, sanitary sewer, onsite wastewater and engineering, the review of proposed residential, multi-family commercial, industrial development, permit processing, inspection of construction and acceptance of infrastructure and administration of county provided function, services and service districts; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Development Review Supervisor oversees technical, professional and engineering staff and services within the areas of Development Review, Surveying, Onsite Wastewater, Inspection and Acceptance of Infrastructure for either the Department of Transportation and Development (DTD) or Water Environment Services (WES) Department. The classification provides leadership and direction for these sections in planning, budgeting and program development.

The Development Review Supervisor differs from other supervisors within these two Departments by its focus within the areas of Development Review, Surveying and Onsite Wastewater related functions activities. It also differs from the Survey and CADD Supervisor which is a registered Professional Land Surveyor.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Plans, prioritizes and supervises several sections within a department; assists in the development and implementation of policies, goals and objectives of these sections, including design guidelines, procedures and standards; prioritizes resources and establishes schedules; monitors selected programs pertinent to these sections and directs the preparation of comprehensive reports regarding a variety of development review related functions and activities.
2. Oversees the administration of special service districts, local improvement districts and assessment districts; develops long range goals, articulating advantages for procedural changes; evaluates revenue and energy deregulation alternatives and their impacts to assessment, policies and procedures; oversees the administration and analysis of the Zone of Benefit/Cost Recovery programs.
3. Coordinates development projects with other County departments and agencies, member cities and other jurisdictions; keeps affected parties informed on major project applications; coordinates implementation of strategic plan and program development for the Development

Review process inter and intra departmentally (including DTD, WES and the County Surveyor's Office) by working with staff, division managers and department directors.

4. Oversees workgroup that provides survey and Computer Aided Design and Drafting (CADD) services to all work units within the department.
5. Creates the structure for the continuous assessment and improvement to the development review process; evaluates progress on implementation of the DRPA and reports to affected departments, the appropriate Director and the Board of County Commissioners; coordinates the production of customer service materials for the development review process.
6. Meets with customers to discuss development proposals and explain options in meeting requirements; makes decisions regarding complex requests; makes recommendations on variances or waivers; checks assigned review work for quality and compliance with Federal, State, County and county service district rules, regulations and laws; interprets local, State and Federal requirements, rules and regulations as they apply to development proposals and review.
7. Evaluates customer service delivery systems and business practices with respect to the development processes, county related function and services, public lobbies; develops customer service standards and effective management programs for the delivery of services; assists in the development and implementation of procedures for development application including plan review and approval, field inspection and reporting and project finalization.
8. Hires and supervises administrative, professional and technical staff to provide quality service to citizens and County staff; assigns and evaluates work; prepares performance evaluations; recommends and administers progressive discipline; conducts or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other departments.
9. Prepares and assists in the administration of the division budget; develops recommendations for budgetary control and cost saving measures with respect to development services; monitors and controls expenditures for compliance with budget; forecasts revenues, including user fees, development charges and related revenues; reviews, researches and recommends agency billing rates.

## **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of public administration as it applies to transportation, on-site wastewater and/or storm water systems and development review needs and services; principles and techniques of contract and budget preparation and administration; principles of personnel administration and supervision; strategic planning and project management; government accounting practices; public meeting law.

Working knowledge of: Principles and practices of surveying, CADD, transportation engineering, development review, on-site wastewater, and/or storm water systems; preparation of plans, specifications and design; mathematics including algebra, geometry, and trigonometry; concepts of county and service district services and administration; technical report writing; office procedures, practices and equipment; microcomputer applications including word processing, spreadsheets, and data bases; plans, codes, standards, ordinances, and related

laws pertaining to design, development, and construction; English grammar and composition; principles and techniques of interviewing and public speaking.

**Skill to:** Communicate effectively, both orally and in writing; evaluate design and development plans; read and interpret engineering drawings, maps, plans, specifications, and legal documents; develop, monitor, and evaluate the budget; monitor revenues and expenditures; write clear and concise technical reports and correspondence; collect and analyze data and make sound recommendations based on principles and practices; understand and apply County policies and procedures related to DTD, WES and/or the Surveyor's Office; establish and maintain effective working relationships with government officials, associations, public interest and community groups, business leaders, other utilities, contractors, developers, the public and other county personnel.

### **WORKING CONDITIONS**

The position within the Septic and Onsite Wastewater Division, requires frequent standing, walking, squatting, bending, twisting, kneeling, reaching, digging, balancing, climbing, fine motor control, and the ability to lift 50 pounds and carry up to 25 pounds. Duties also involve frequent exposure to confined spaces, loud noises, slippery and/or uneven surfaces, dust, and adverse weather conditions.

### **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 six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** For most positions: none required.

- For the position within the Septic and Onsite Wastewater Division, required at time of hire: Registration as a "Registered Environmental Health Specialist" (per ORS 700.020)

### **PRE-EMPLOYMENT REQUIREMENTS**

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment. Driving is required for positions within the Septic and Onsite Wastewater Division.

For the position within Septic and Onsite Wastewater Division: Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.