



CLASSIFICATION NO. 295

Established: 2/99

Revised: 8/03

FLSA: Non-Exempt

EEO: 3

SERVICE DISTRICT SPECIALIST

CLASS CHARACTERISTICS

Under direction, oversees the administration of Service Districts for street lighting infrastructure improvements as defined under ORS 451, including the development review comment and development review permitting processes pertaining to those facilities; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Service District Specialist coordinates activities with developers, other utilities, County and outside agencies to fund, install, approve and maintain Service District infrastructure projects or special services; and are responsible for the administration, assessment and budgeting activities associated with such projects. The incumbent also coordinates the plan review and permitting processes for individual projects.

The Service District Specialist differs from the Administrative Analyst 2, which has broad administrative responsibilities but typically does not oversee infrastructure improvements. It differs from the Development Review Supervisor which has responsibility for supervising several sections within Transportation Engineering, including service districts and development review and inspection. The Service District Specialist differ from the Engineering Technician 4 by the latter's lead work requirements.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Acts as project manager for the permitting of development review projects related to service districts; coordinates plan review and permit issuance processes for individual projects unrelated to the service districts; facilitates the process and interactions between staff and applicant; serves as point person for communication between applicant and staff; monitors and reports timelines for individual projects to responsible parties.
2. Coordinates the establishment of service districts and administers service district projects; coordinates improvements with developers, utilities and contractors; approves all street light installations; determines appropriate lighting for projects and resolves installation problems; ensures lighting designs are consistent with neighborhood standards and adjacent projects and remains current with emerging street lighting issues and technological developments; responds to service district requests from the public, contractors and developers and to inquiries regarding program rules and procedures; may also be responsible for the establishment of infrastructure improvements relating to sewers, drainage projects, public parks and recreation facilities, diking and flood control, water supplies, solid waster disposal, etc.

3. Ensures service districts are in compliance with Clackamas County Zoning and Development Ordinance (ZDO); reviews all subdivision, partition and commercial development applications within the Urban Growth Boundary and obtains written requests for lighting service from developers; negotiates with utilities and contractors for repairs not covered under routine service district agreements; coordinates service district issues with capital improvement project managers and advises on appropriate designs; performs site visits and conducts research to determine lighting conditions and to ensure information regarding assessment areas is current and accurate.
4. Oversees the preparation of board orders and staff reports at public hearings for new service district assessment areas; prepares and presents board orders for budget and rate schedule matters, assessment roll adoption, and district procedures; upon adoption of the assessment roll, transfers that information to the Assessor's Department for inclusion in the tax roll.
5. Oversees the preparation of assessments for service districts, including the coordination and review of research and data entry of assessment information; oversees the composition of letters, reports, public notices and mass mailings regarding service districts.
6. Administers the Local Improvement District (LID) and Zone of Benefit/Cost Recovery programs; coordinates distribution of program information and supervises preparation of legally required mailings and documents; coordinates and negotiates with developers, engineers, citizens, public jurisdictions and the Board of County Commissioners (BCC) regarding a project's scope of work; oversees assessment methods and collection of LID assessments; supervises preparation of and presents board orders and staff reports related to LID at BCC public hearings.
7. Develops, administers, and monitors the budget for service district projects; reviews and authorizes expenditures for operation and maintenance costs; oversees the preparation of budget documents, publication of notice and filing of forms; prepares budget history, publication of Notice of Hearing and projects annual revenues; recommends line item budget to Clackamas County Budget Committee; presents budget message and written budget at formal Budget Hearing.
8. Participates in the development and maintenance of internal accounting systems and accounting control records for the various service districts within the Engineering Division of DTD.

REQUIRED KNOWLEDGE AND SKILLS

Thorough Knowledge of: Principles and practices of public administration; principles and techniques of budget, specifications, and contract preparation and administration; government accounting practices; public meeting law.

Working knowledge of: Principles and practices of engineering plans, specifications; and design; mathematics including algebra, geometry, and trigonometry; concepts of service district development and administration; technical reporting writing; 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.

Skill to: Communicate effectively, both orally and in writing; evaluate design and development plans for service district potential; read and interpret engineering drawings, maps, plans, specifications, and legal documents; develop, monitor, and evaluate the budget for the service district; 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 of field engineering; establish and maintain effective working relationships with the public, other utilities, contractors, developers, outside agencies and other County personnel and departments.

WORKING CONDITIONS

Occasional duties in the field require walking, twisting, balancing, and involve exposure to inclement weather, noise, and slippery and/or uneven terrain.

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 two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

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: 10/16