



LANE COUNTY
J024
Established 08/23/95
Updated 06/24/04

LAND MANAGEMENT TECHNICIAN

CLASS SUMMARY: To perform technical work in the support of the planning, building and compliance sections; to provide administrative support to professional staff related to planning, building and compliance analyses and report preparation; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Land Management Manager, Building Program Manager or Planning Program Manager, and technical and functional supervision from professional staff. May exercise technical and functional supervision over assigned support staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Provides information to the public regarding zoning, building and compliance requirements involving setbacks, home additions, fences, and accessory buildings.
2. Confers with and advises architects, builders, contractors, engineers, and the general public regarding County development requirements, codes, fees and standards; collects fees as necessary.
3. Reviews plans for general conformance with zoning, building and nuisance codes; maintains records of approved plans; prepares correspondence related to plan approval.
4. Maintains and updates land use, zoning and subdivision information and the department library.
5. Conducts basic field investigations to obtain information for planning, building and compliance staff.
6. Performs basic drafting and mapping projects.
7. Compiles and reviews information on social, economic, population and land use data and trends; prepares written and statistical reports on various planning and building matters.
8. Assists in preparing agendas and exhibits for Board meetings, various committees and advisory boards as directed.

LANE COUNTY
Land Management Technician (Continued)

Knowledge of (position requirements at entry):

- Principles and practices of basic drafting and mapping.
- Techniques of technical research and report preparation.
- Data collection techniques.
- Report writing, methods and techniques.
- Modern office procedures, methods and computer equipment.
- Current literature, information sources and research techniques in the fields of urban planning, building codes, and construction practices.

Ability to (position requirements at entry):

- Learn laws and policies underlying general plans, zoning and land divisions, building codes, and construction techniques.
- Respond to general planning, zoning, building, and compliance questions from the general public.
- Prepare statistical reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer applications to expedite permit processing.
- Communicate clearly and concisely, both orally and in writing.

Training and Experience (positions in this class typically require):

Equivalent to the completion of two years of college level coursework in drafting, land surveying, urban planning, construction, or a related field. One year of paraprofessional planning or building experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

FLSA Status: Non-Exempt