

# NEW CASTLE COUNTY GOVERNMENT

Number 0622

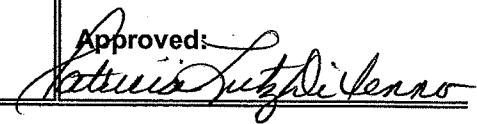
## CLASS SPECIFICATION

Page 1 of 2

Date 11/01/03

**Title:** ASSISTANT LAND USE MANAGER

Approved:



**GENERAL STATEMENT OF DUTIES:** Assists the Land Use Department General Manager in overseeing and managing all operations and activities of the Land Use Department; performs related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs high level management duties to oversee the various operations and functions of the Land Use Department including comprehensive planning, licensing and inspection, permitting, plan review, property assessment, and zoning. Responsibilities include managing internal quality control and overseeing coordination among the various areas to ensure that department operations are carried out effectively and efficiently. This employee ensures the prompt and effective resolution of issues, inquiries, and problems by appropriate staff. Supervision is exercised over subordinate managers and staff in all operating areas of the department. Depending upon the needs of the department, this employee may be required to work extended hours such as early mornings, nights, and weekends. The work is performed in accordance with policies and procedures under general supervision.

### EXAMPLES OF WORK: (Illustrative Only)

- Oversees and monitors all operating functions and activities of the department to ensure the quality and effectiveness of services provided;
- Manages and coordinates the consolidation of technical services between all sections of the department;
- Assists in developing long- and short-term goals for the department;
- Troubleshoots issues and problems and works across department and division lines to achieve timely and effective resolution;
- Works with staff in developing methods for dealing with departmental issues and in responding to problems or requests received;
- Makes work assignments and supervises division managers and administrative staff;
- Coordinates with other agencies and departments as needed to carry out the work of the department;
- Presents information to community groups and advisory groups;
- Monitors the preparation and administration of the capital and operating budgets;
- Represents the general manager as needed at official meetings, functions, and hearings;

# NEW CASTLE COUNTY GOVERNMENT

Number 0622

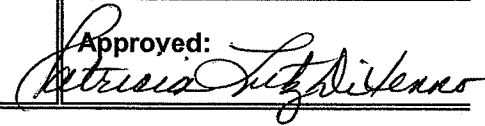
## CLASS SPECIFICATION

Page 2 of 2

Date 11/01/03

Title: ASSISTANT LAND USE MANAGER

Approved:



- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of management principles and practices; good knowledge of planning and zoning, building codes, construction technology, drainage engineering, and assessment; good knowledge of the laws and regulations relating to the Land Use Department; ability to manage multiple functions and human resources to resolve related issues and problems; ability to perform technical research and to give reliable advice on difficult projects; ability to develop and monitor quality control programs to ensure excellent customer service; ability to communicate courteously and effectively, both verbally and in writing; ability to promote an ongoing attitude of dedication to excellent customer service; ability to make effective presentations; ability to display and promote a professional demeanor and appearance; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least five years progressively responsible experience as a manager in a regional, state, or local government land use office or in the office of a planning consultant or a related area, and possession of a Bachelor's Degree from an accredited college or university with major course work in management, planning, civil engineering, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**HISTORY OF REVISIONS:**

Established: 08/30/99  
Revised: 11/01/03