

NEW CASTLE COUNTY GOVERNMENT

Number 0623

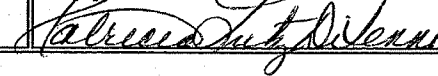
CLASS SPECIFICATION

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Date 05/01/03

Title: LAND USE ADMINISTRATOR

Approved:



GENERAL STATEMENT OF DUTIES: Coordinates the varied activities of the Land Use Department by assisting the Land Use Department General Manager in resolving issues, consolidating technical services, and overseeing quality control; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class works with department staff to coordinate the varied activities of the Land Use Department to bring together the consolidation of technical services between the areas of assessment, planning, permitting, licensing, and inspection. This employee is responsible for ensuring timely response to issues, projects, and plans by providing prompt and efficient resolution to customer inquiries and questions while managing internal quality control. This employee must have the technical knowledge of the functions of the department as well as excellent management skills. This employee works under the general direction of the Land Use Department General Manager.

EXAMPLES OF WORK: (Illustrative only)

- Manages and coordinates the consolidation of technical services between all sections of the department;
- Works across department, division, and agency lines in solving problems and issues;
- Troubleshoots issues and problems and brings resolution within a timely manner;
- Establishes and maintains a quality control program for internal technical services;
- 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;
- Performs assignments as defined by the Land Use Department General Manager;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the principles and practices of planning and zoning, building codes, construction techniques, drainage engineering, and assessment practices; good knowledge of the laws and regulations related to the Land Use Department; ability to perform technical research work and to give reliable advice on difficult planning projects; ability to establish quality control programs to ensure excellent customer service; ability to manage human resources to solve problems and issues; ability to display and promote a positive attitude and possess a

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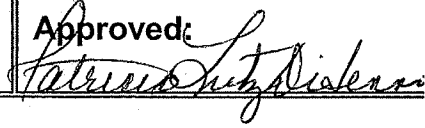
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CLASS SPECIFICATION

Date 05/01/03

Title: LAND USE ADMINISTRATOR

Approved:



professional demeanor and appearance; ability to communicate courteously and effectively, both verbally and in writing; 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 local government, state, or regional 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, architecture, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 07/01/98
Revised: 05/01/03