



LANE COUNTY  
J059B  
J024B  
Bilingual Adjunct  
Established 09/17/18  
Updated 2/27/24

**LAND MANAGEMENT TECHNICIAN 1 – BILINGUAL  
LAND MANGEMENT TECHNICIAN 2 – BILINGUAL**

**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.

**CLASS CHARACTERISTICS:**

Land Management Technician 1: This is the entry level class in the Land Management Technician series. This class is distinguished from the Land Management Technician 2 by more limited knowledge of planning, zoning, building codes, and construction techniques, as well as by the performance of the more routine tasks and duties assigned to this position. Employees at this level are not expected to perform with the same independence of direction and judgement on matters related to established procedures and guidelines as are positions allocated to the 2 level. Since this class is typically used as a training class, employees may only have limited experience with planning or building. Employees work under immediate supervision while learning job tasks.

Land Management Technician 2: This is the full journey level class within the Land Management Technician series. This class is distinguished from the Land Management Technician 1 by the assignment of the full range of duties. It is distinguished from the Sr. Land Management Technician in that the latter may exercise technical and functional supervision over other Land Management Technicians, and performs duties related to more complex zoning, building and compliance requirements and plans.

**SUPERVISION RECEIVED AND EXERCISED:**

Land Management Technician 1: Receives supervision from a departmental supervisor or manager, and may receive technical and functional supervision from Land Management Technician, Sr.

Land Management Technician 2: 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 staff.

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

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| 1. | Provides information to the public regarding zoning, building and compliance requirements involving setbacks, home additions, fences, and accessory buildings. |
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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.

**LAND MANAGEMENT TECHNICIAN 1**

**Knowledge of** (position requirements at entry):

- Modern office procedures, methods and computer equipment.

**Ability to** (position requirements at entry):

- Learn laws and policies underlying general plans, zoning and land divisions, building codes, and construction techniques.
- 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.
- Work cooperatively with others and meet the public with courtesy and tact.

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

Equivalent to the completion of the twelfth grade. Two years of responsible experience providing complex customer service. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**LAND MANAGEMENT TECHNICIAN 2-** In addition to the qualifications for Land Management Technician 1:

**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.
- Current literature, information sources and research techniques in the fields of urban

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planning, building codes, and construction practices.
<b>Ability to</b> (position requirements at entry): <ul style="list-style-type: none"><li>• Learn laws and policies underlying general plans, zoning and land divisions, building codes, and construction techniques.</li><li>• Prepare statistical reports.</li><li>•</li></ul>

<b>Training and Experience</b> (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.
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**BILINGUAL “B”**

Bilingual designation is an adjunct classification.

Language - ***Spanish***

<b>CLASS SUMMARY:</b> To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.
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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.) In addition to the regular knowledge, skills, and abilities required of the employee’s main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:								
<table border="1"><tr><td>1.</td><td>Interpreting between English speakers and LEP persons.</td></tr><tr><td>2.</td><td>Orally translating documents.</td></tr><tr><td>3.</td><td>Providing oral assistance.</td></tr><tr><td>4.</td><td>Providing written assistance, including some written document translation.</td></tr></table>	1.	Interpreting between English speakers and LEP persons.	2.	Orally translating documents.	3.	Providing oral assistance.	4.	Providing written assistance, including some written document translation.
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2.	Orally translating documents.							
3.	Providing oral assistance.							
4.	Providing written assistance, including some written document translation.							

<b>Knowledge of</b> (position requirements at entry): <ul style="list-style-type: none"><li>• Both languages, demonstrating the ability to convey information in both languages quickly and accurately.</li></ul>
<b>Skills in</b> (position requirements at entry): <ul style="list-style-type: none"><li>• Communicate clearly and concisely.</li><li>• Maintain confidentiality of communications.</li></ul>

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

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.

**NOTE:** This position is represented by AFSCME Local 2831.

**Classification History:**

FLSA Status: Non-Exempt

J024B Bilingual designation established 09/17/18

Updated and established Land Management Technician - Bilingual 1/2 flex series per BO# 24-02-27-02