



LANE COUNTY  
J060B  
Bilingual Adjunct  
Established 2/27/24

## LAND MANAGEMENT TECHNICIAN, Sr. – BILINGUAL

**CLASS SUMMARY:** To perform difficult and specialized 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:** This is the advanced journey level class in the Land Management Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibilities assumed and the complexity of duties assigned. Responsible for reviewing plans for conformance with more complex or rarely requested zoning, building and nuisance codes and providing information to the public regarding more complex or rarely requested compliance requirements. Employees at this level are required to be fully trained in all procedures and provide functional and technical supervision to Land Management Technician 1 staff. This classification differs from the Planner and Plans Examiner series, which process more complex plans for land use and building permits for compliance in addition to completeness.

**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. Exercises technical and functional supervision over assigned staff.

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

- |    |   |
|----|---|
| 1. | Provides functional and technical supervision to assigned Land Management Technicians 1 or 2, as well as assigned staff.  |
| 2. | Provides information to the public regarding more complex or unusual zoning, building and compliance requirements. Assists in researching complex parcel and permitting history.                |
| 3. | Confers with and advises architects, builders, contractors, engineers, and the general public regarding County development requirements, codes, fees and standards; collects fees as necessary. |
| 4. | Reviews complex plans for completeness and general conformance with zoning, building and nuisance codes; maintains records of approved plans; prepares correspondence related to plan approval. |
| 5. | Maintains and updates land use, zoning and subdivision information and the department library.  |

LANE COUNTY  
Land Management Technician – Bilingual (Continued)

6.	Conducts basic field investigations to obtain information for planning, building and compliance staff.
7.	Performs basic drafting and mapping projects.
8.	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.
9.	Assists in preparing agendas and exhibits for Board meetings, various committees and advisory boards as directed.

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

- Principles and practices of basic drafting and mapping.
- Laws and policies underlying general plans, zoning and land divisions, legal lots, building codes, and construction techniques.
- 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):

- Provide excellent customer service and effectively communicate technical information.
- 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. Three year of paraprofessional planning or building experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**BILINGUAL “B”**

Bilingual designation is an adjunct classification.

Language - ***Spanish***

**CLASS SUMMARY:**

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

LANE COUNTY  
Land Management Technician – Bilingual (Continued)

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.

**TYPICAL CLASS ESSENTIAL DUTIES:** (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:

- |    |  |
|----|--|
| 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. |

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

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

**Skills in** (position requirements at entry):

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

**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  
Establish per BO# 24-02-27-02