



LANE COUNTY
N4000,01,02,03,
04,05,06,07,08,09
Established 07/14/07
Updated 02/13/15

PROFESSIONAL/TECHNICAL SUPERVISOR

CLASS SUMMARY:

This is the first-line supervisory level over classifications in a professional and/or technical discipline. This class is distinguished from lower-level jobs by the responsibilities for supervision of unit activities and staff, and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and program compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports.

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

1. Supervises professional and technical staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Supervises the day-to-day activities of an assigned unit in a professional and/or technical discipline, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and standards; ensures effective delivery of services; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.
3. Prioritizes and coordinates the delivery of services and activities to achieve established goals and objectives. Assesses the outcomes and recommends process improvements.
4. Performs a variety of complex, advanced professional and technical work related to assigned area of responsibility; serves as a technical expert and provides technical direction and problem resolution related to services and activities.
5. Serves as a liaison with employees and external organizations; represents the County and/or section at a variety of meetings, public events, training sessions, on committees, and/or other related events.
6. Responds to and resolves concerns, complaints, and/or other related issues received from internal staff, the general public, outside agencies, and/or other interested parties.
7. Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings; maintains applicable databases, files, and/or records.

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8.	Participates in the preparation and administration of the unit budget; prepares cost estimates and submits justifications for budget items; monitors and controls expenditures.
9.	Performs other duties of a similar nature or level.

Knowledge of (position requirements at entry):

- Supervisory principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Applicable Federal, State, and local laws, rules, ordinances, statutes, and regulations;
- Record keeping principles;
- Public relations principles;
- Basic budgeting principles;
- Project management principles and practices;
- Advanced principles and practices of assigned area of responsibility;
- Analytical methods and techniques;
- Report preparation methods;
- Area resources;
- Program/project management principles and techniques.

Skills in (position requirements at entry):

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Preparing and maintaining a variety of reports;
- Presenting information and recommendations;
- Compiling and analyzing data;
- Monitoring a budget;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds;
- Gathering, interpreting and behaviorally adapting to cultural contexts;
- Planning and managing projects;
- Analyzing situations, identifying alternative solutions, and recommending improvements;
- Conducting negotiations;
- Interpreting complex documents;
- Identifying emerging trends, needs, and services;
- Assessing the consequences and outcomes of services;
- Ensuring compliance with applicable policies, procedures, codes, laws and regulations;
- Using a computer and applicable computer applications;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

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

Bachelor's Degree in a related field and four years of professional experience directly related to area assigned, including lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Some positions may require a Master's Degree or Medical Doctorate specific to area assigned.

Licensing Requirements (positions in this class may require):

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- Oregon Driver's License;
- Professional or technical licensure or certification related to the area assigned.

Physical Requirements:

- Positions in this class typically require: driving, grasping, talking, hearing, seeing, and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amounts of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subject to travel.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates LLC (LM,KLR) Date: (7/06)
Classification and grades (Job Codes N4000 through N4007) approved on December 13, 2006 by Lane County Board Order 06-12-13-3.
(Job Code N4008) approved on August 29, 2007 by Lane County Board Order 07-8-29-17.
FLSA Status: Exempt