

**Lane Council of Governments
Job Classification**

Job Title:	Boundary Commission Executive Officer	FLSA Status:	Exempt
		Range:	28
Division:	Local Government Services	Last Revised:	September 2002
Reports To:	Principal Planner		

General Statement of Duties

The Boundary Commission Executive Officer manages all work tasks and is the primary staff support and contact for the Lane County Local Government Boundary Commission.

Supervision Received

Work is performed under applicable policies, guidelines, and appropriate technical and professional standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports, and services provided.

Supervision Exercised

None.

Resource Responsibility

Considerable to substantial responsibility for financial and human resources. Includes final decisions or recommendations involving effective use of employees, space, materials, and equipment with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Distinguishing Features

The Boundary Commission Executive Officer requires specialized expertise in boundary issues and the requirements associated with operating a State agency.

Essential Job Functions

Prepares and monitors the annual budget for the Boundary Commission, in accordance with State of Oregon requirements.

Develops, analyzes, and updates the Oregon Administrative Rules for the Boundary Commission in accordance with state law.

Provides boundary change oversight for cities and certain special districts in Lane County. Maintains records, determines jurisdiction of boundary issues, and evaluates the impact of boundary change requests.

Provides expertise with regard to Oregon's boundary change law to other LCOG staff; members jurisdictions; applicants for boundary changes; other State agencies; and, other interested parties.

Ensures that complex legal requirements are met for all boundary changes filed with the Commission. Coordinates and supervises coworkers to ensure that legal requirements associated with the Boundary Commission law and administrative rules are met.

Serves as an expert on matters of governmental boundaries and the legal histories of local jurisdictions.

Provides local government taxation expertise to internal and external customers.

Consults with and provides expert advice to LCOG staff and to other member agencies involved in the creation of and use of maps for information storage and retrieval.

Applies working knowledge of Lane County cities, their comprehensive plans, and Oregon boundary change law to assist other planners within LCOG and throughout the county in interpreting local policies and carrying out implementation strategies.

Provides technical advice and assistance to LCOG management regarding Boundary Commission issues. Acts as a resource to LCOG staff, member agencies, and the public for Boundary Commission policies and procedures.

Coordinates boundary changes approved by the Boundary Commission with LCOG staff to ensure timely update to geographic information system data.

Monitors state legislation, and regularly consults with attorneys from the state Department of Justice regarding the potential and real effect of legislation relating to boundary commission activities. Monitors the operations and activities of cities and special districts throughout the county. Researches, analyzes, and evaluates state legislation and state policies affecting boundary change and planning activities; presents findings in oral and written reports and presentations.

Participates as a team member on a variety of projects including the update of various refinement plans and public facilities and services plans for Lane County cities.

Attends meetings with community groups discussing forming new units of governments or boundary change requests, attends various committee meetings at the State legislature, and meets with staff from State agencies, Lane County, and cities and special districts throughout Lane County. Makes public presentations as needed.

Works independently and professionally with public members and other planning professionals from throughout Lane County.

Effectively manages relationships with local governments. Facilitates resolution of issues and provides expertise and influence with regard to policy formulation.

Performs research and provides technical assistance by collecting, analyzing, interpreting and summarizing information, using research methods including statistical analysis, scientific and legal literature review, and telephone surveying.

Prepares written and oral reports requiring skills in research and analysis of statistical data, boundary change law, field studies, surveys, and maps. Prepares graphics and maps for written reports and presentations; presents reports to elected and appointed officials, committees, and work groups, as needed; provides training as needed.

Responds to inquiries from the public by phone and through correspondence; provides information on specialized program or project, including policies, regulations, and issues to officials, citizens, and interested groups.

Facilitates interagency and intergovernmental coordination and cooperation on comprehensive planning projects; meets with representatives of local units of government, citizens, planning commissions, and the like.

Other Job Functions

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk or computer terminal or standing at a counter. Some travel is required to attend meetings.

Knowledge, Skills, and Abilities

Thorough knowledge of local and state laws, regulations, policies, and standards related to boundary changes, elections, assessment and taxation, land use, and other related planning areas.

Ability to determine and evaluate the fiscal ramifications of boundary changes.

Ability to provide leadership and staff support to the Boundary Commission and committees engaged in comprehensive planning activities.

Ability to establish and maintain effective working relationships with representatives of other agencies, employees, and the general public.

Ability to coordinate with various local governments and to facilitate resolution of boundary issues.

Ability to write clear and concise reports, records, and plans.

Ability to research documents and read and interpret complex legal documents.

Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to organize and make public presentations.

Ability to manage multiple tasks simultaneously, meet deadlines, and work with accuracy and attention to detail.

Ability to access, retrieve, and reproduce various maps and other related data from LCOG's geographic information system, and regional data available from other local and state governments.

Ability to communicate effectively, both orally and in writing, with other employees, the general public, and representatives of other agencies and governments using tact, courtesy and good judgment.

Knowledge of effective supervisory practices.

Physical ability to perform assigned work.

Education and Experience

Bachelor's degree in urban, or land use planning or related field (masters degree preferred) and seven years progressively responsible professional experience working on land use or other planning projects, including lead or supervisory experience; or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.