

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.

TYPICAL CLASS ESSENTIAL DUTIES: (con't)

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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. |

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):

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

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;

Skills in: (con't)

- Planning and managing projects;
- Analyzing situations, identifying alternative solutions, and recommending improvements;

LANE COUNTY
Professional/Technical Supervisor (continued)

- 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.

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