

LAND RECORDS MANAGER

DEFINITION

Reporting directly to the County Executive; directs, plans and coordinates land use related activities including records, planning, regulation functions, surveying, tax assessment, plat review, and zoning; performs related work as required.

EXAMPLES OF DUTIES

Directs the development of land records management program; analyzes service needs; develops information data base related to land records and regulation system; analyzes department fiscal needs, develops and administers department budget; effectively manages the division's financial and personnel resources; works closely with appropriate agencies to ensure that land records management system is designed and operated properly; coordinates input into land records management information system; analyzes operations of department to determine effective organization of work; establishes productive methods of performing department functions; develops department administrative policy and procedures; represents department at various committees, boards, commissions and citizen groups on issues relating to land records management; develops programs that provide for public access to departmental services; proposes legislation designed to have a positive effect on land records management systems; reviews land records management systems in other jurisdictions; supervises subordinate staff; provides staff support to County Board of Supervisors as appropriate; and other related duties as so directed by the County Executive.

EMPLOYMENT STANDARDS

Education and Experience: Any education and experience equivalent to a bachelor's degree in urban/regional planning, public administration or related field and three years management experience involving either real estate, land use planning or zoning. Also requires experience using land information data base systems.

Knowledges and Abilities: Knowledge of management principles and practices, particularly those related to land records management; ability to plan and supervise the work of professional, technical and other employees engaged in land regulations and records management; ability to coordinate department work activities with related units of government; ability to effectively present information orally and in writing; ability to analyze department operations and make recommendations for greater efficiency and effectiveness; knowledge of automated management information principles and practices; knowledge of real estate laws and practices; knowledge of mapping, surveying, zoning and plat review practices.