



Hearing Examiner

Bargaining Unit: Non Represented

Class Code:
211304

SALARY RANGE

\$41.73 - \$56.30 Hourly
\$6,780.58 - \$9,149.42 Monthly
\$81,366.96 - \$109,793.04 Annually

JOB SUMMARY:

Conducts quasi-judicial hearings and renders timely and impartial decisions on land use actions under regulatory codes such as the Spokane County Zoning Code, Subdivision Ordinance, Shoreline Ordinance and Environmental Ordinance; dangerous dog appeals and drug forfeiture appeals.

EXAMPLES OF DUTIES:

The Hearing Examiner is responsible for receiving and examining documents and data, conducting public hearings, rendering decisions, preparing a record and entering findings and conclusions for:

- a) Appeals from any decisions of the Department of Public Works, Division of Building and Planning in the administration or enforcement of the Zoning Code or other land use code or regulation including;
- b) Applications for conditional use permits;
- c) Applications for variances;
- d) Preliminary plat approvals and change of conditions;
- e) Appeals of State Environmental Policy Act determinations;
- f) Plat vacations and alterations;
- g) Applications for shoreline permits;
- h) Applications for any other identified land use regulatory permits which may be required by ordinance; and,
- i) Applications for zone change or amendments to the classification of specific parcels of land.

Serves at County's Hearing Examiner for quasi-judicial hearings under development related codes, dangerous dog appeals, and drug forfeiture appeals; coordinates scheduling and notification for public hearings; takes testimony and renders decisions.

Develops procedures to be followed by the Hearing Examiner Office.

Oversees preparation of material necessary for public reviews and coordinates County staff input. Seeks professional expert testimony; documents and reviews all factual data.

Produces an annual written report that summarizes decisions and makes recommendations for improvement of the hearing examiner system.

Answers inquiries from the general public regarding the Hearing Examiner Office.

Provides a record for appeals of Hearing Examiner decisions to Superior Court and the Board of County Commissioners.

Directs and supervises the work of administrative staff. Selects, trains, assigns work, monitors leave usage/hours worked, mentors, motivates and evaluates performance.

Performs other related duties as required.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE: Juris Doctorate degree and four years of experience in areas of the law that are within the jurisdiction of the Hearing Examiner. Prefer experience conducting quasi-judicial hearings. Admittance to the WA State Bar Association preferred (at time of appointment and maintained throughout employment).

SELECTION FACTORS:**Knowledge of:**

- State and local laws pertaining to land use and development.
- principles and practices of land use regulations.
- current literature and recent developments in the field of land use planning, zoning or community development.

Ability to:

- coordinate and conduct quasi-judicial public hearings in a fair and impartial manner on a variety of matters, including development applications and appeals in accordance with land use ordinances.
 - formulate substantive decisions.
- understand architecture, civil engineering and/or environmental sciences as applied to land use development.
- understand economics and finance as it applies to land use development.
- express technical data and conclusions in oral and written legal format for the public, Board of County Commissioners, and Superior Court.
- plan and supervise the work of subordinates and establish and maintain effective public working relationships.
- prepare and maintain a department budget.
- * communicate effectively both orally and in writing.
- * establish and maintain effective working relationship with those contacted during the course of work, including County leadership, department officials, employees, regulatory agencies and the public.

CLASSIFICATION STANDARDS:

The Hearing Examiner's Office autonomously plans and arranges work, coordinates with other County departments as needed, and assumes full responsibility for actions taken. The Hearing Examiner operates with considerable independence under the general administrative oversight of the Chief Executive Officer. The Hearing Examiner may employ Pro Tems, as needed, and contract with other agencies for hearing examiner services. This FLSA exempt position serves at the pleasure of the Board of County Commissioners and may be removed from office without cause by the affirmative vote of a majority of the Board of County Commissioners.

BEHAVIORAL STANDARDS:

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

ESTABLISHED / REVISED DATES:

DATE ESTABLISHED: 2/13/95 (REV. 11/21/2017)