

CITY OF WARRENTON – PLANNING DIRECTOR: The City of Warrenton, population 5,320, is accepting applications for Planning Director. Responsible for reviewing incoming development proposals, plans, application materials for land use permits, communicating with applicants, staffing Planning Commission meetings and attending City Commission meetings as needed, updating the City's development code and oversees the application of and compliance with city and state land use policies and regulations, development and oversight of department budget. Work is performed under the direction of the City Manager. REQUIRES: Bachelor's Degree in urban planning, public administration or closely related field with at least three years progressive experience. A Master's Degree in planning can substitute for one year of experience. SALARY: Management Range 29: \$5,533.76 -\$6,726.32 + full benefit package. TO APPLY: Download application packet and job description at www.ci.warrenton.or.us. Mail application and cover letter to Dawne Shaw, City Recorder, City of Warrenton, PO Box 250, Warrenton, OR 97146 or email to cityrecorder@ci.warrenton.or.us. Open until filled. First Review: July 20, 2020. FLSA Exempt Position. EEOE.

CITY OF WARRENTON CLASS SPECIFICATION

PLANNING DIRECTOR

DEPARTMENT: Planning

CLASSIFICATION: FLSA-Exempt

MANAGEMENT RANGE: 29

DEFINITION: Administers the City's Comprehensive Plan; prepares short-term and long-term recommendations for urban land use that comply with City and State policies, and which implement adopted development goals and visions for the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Provides overall management and administration for planning, implementation and coordination of long-range and short-range community development programs and projects and the application of and compliance with City and State land use policies and regulations. The Planning Director reviews/evaluates land use development application materials for land use permits, communicates with applicant, staffs Planning Commission meetings and attends City Commission meetings as needed. Member of Development Review Team coordinating land use applications and review among other team members. Conducts special studies and makes recommendations to City management; oversees and directs the work of consultants. Responsible for development and oversight of department budget. This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

JOB DUTIES:

- Administer the implementation of the City's Comprehensive Plan, including ensuring compliance with related City or State zoning codes, policies, or rules and regulations and the processing of land use permit applications.
- Prepare and administer department budget and revenues; monitors expenditures and makes adjustments as appropriate to achieve goals within budget funds
- Review/evaluate site-specific land use proposals to determine compliance; when appropriate propose alternative actions that would better accomplish the City's vision and goals; identify conditions required to meet regulations and provide recommendations.
- Conduct special studies or research and analyze growth management, environmental protections matters and urban development trends, issues, and policies and provide short and long-term recommendations.
- Review and provide recommendations for revisions or enhancements to the City's Comprehensive Plan, zoning code, other related codes, and/or policies rules and regulations.
- Provide technical and professional staff support to the City Commission, Planning Commission, and advisory boards, including preparing briefing materials or reports, providing recommendations or presentations, and maintaining the agendas and minutes of meetings.
- Provide land use and planning assistance to property owners and applicants. Respond to questions regarding the City's Development Code, Comprehensive plan, program and policies or regulations, and serve as the City's representative with citizens, community groups, consultants, other jurisdictions, and the general public.

- Coordinates weekly Development Review Team meeting with fire, building, and public works to review projects and ensure communication and project oversight
- Coordinate urban planning goals and policies with other City departments and staff.
- Oversee and provide direction to consultants undertaking design and land use projects including determining scheduling, ensuring standards are met, approving work plans and project changes.
- Take action to achieve compliance with adopted codes, policies, or rules and regulations when violations are reported.

Job Qualifications and Requirements, Education/Experience: A Bachelor's Degree in urban planning, public administration, or closely related field with at least three years progressive experience in addressing growth management, preferably in a local government environment working with a range of stakeholders, including elected policy makers, and appointed commissions and boards. A Master's degree in planning can substitute for one year of experience.

Knowledge Required:

- Understanding and working knowledge of operational characteristics, services, and activities of a comprehensive urban planning program.
- Working knowledge and experience with land use, growth management and environmental practices and with related City, State, Federal laws, rules, ordinances, guidelines, or principles.
- Working knowledge and experience with site planning and urban plan design review/evaluation and processing of permits.
- Working knowledge and experience with project management and studies including research methods, statistical analysis, technical report writing, and presentation techniques.
- Working knowledge and experience with providing technical and professional staff support to elected policy makers, commissions, and boards.
- Working knowledge and experience with development and monitoring of budgets and expenditures.
- Working knowledge of office procedures and practices.
- Working knowledge of effective reception and customer service practices.
- English grammar, spelling, and usage.

Skills Required/Ability to:

- Understand, interpret, explain and apply City, State, and Federal laws and ensure compliance with the City's urban planning goals, vision policies and practices, reporting and record keeping.
- Work independently and make sound decisions under general or minimal supervision.
- Manage multiple projects, including coordinating processes and activities with others.
- Explain policies and procedures and respond appropriately to questions or concerns from other employees, departments, City management, elected officials, citizens, community groups, external third parties, other jurisdictions, and the general public.
- Perform complicated calculations, computation, and analyses.
- Prepare clear, concise, and comprehensive statements, reports, and other various written materials.
- Maintain or ensure the collection, processing, and accountability of applications.
- Develop, manage, and monitor budgets and expenditures.
- Select, supervise, train and evaluate staff.
- Plan, assign, coordinate, review and supervise the work of assigned staff.
- Communicate effectively, clearly, and concisely, both in writing and orally.

- Exercise professional and responsible judgment and maintain effective working relationships with others.
- Apply effective internal and external customer service skills.
- Use keyboard; utilizing word-processing, spread sheet and database programs or other application software as required for the position.
- Use and operate general office equipment including a calculator, computer, printer, fax, and copier.

Physical Demands and Working Conditions: Work in this class is typically performed in an office environment and may occasionally conduct site visits at various locations. Operation of motor vehicle, occasional travel outside of the City and attendance at meetings or activities outside of normal working hours is also required. Office environment typically requires reaching, fingering, grasping talking, hearing, seeing, and repetitive motions. Also may require periods of sitting with attention at a computer keyboard and video display terminal, light lifting up to 30 pounds, reaching for files. And accuracy in recording information. Frequent interruptions of work may be experienced by others seeking information in person or by phone or by changing priorities in the office. On occasion may deal with distraught or difficult individuals.

Licensing/Special Requirements: AICP membership preferred. Possession of a valid state of Oregon driver's license, or the ability to obtain one.

Supervision: Under the direct supervision of the City Manager.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer



Applicant Information

Full Name: _____ Date: _____

Last _____ *First* _____ *M.I.* _____

Address: _____

Street Address _____ *Apartment/Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Mailing Address:

Address _____ *Apartment/Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Phone: () _____ Alternate Phone: () _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been a City of Warrenton employee? YES NO If yes, when? _____

Are you now a City of Warrenton employee? YES NO Dept. _____

Do you have relatives employed by the City of Warrenton? YES NO If yes, indicate name, relationship, dept. _____

Do you possess a valid driver's license Class: YES NO State: _____

Endorsement: _____

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes _____ No _____

Do you speak a language other than English? YES NO If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used: _____

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: _____



Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

High School Equivalency? YES NO School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Employment History continued

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) - I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@ci.warrenton.or.us