

CITY OF WARRENTON – PLANNING DIRECTOR: The fastest growing community on the coast, the City of Warrenton, is accepting applications for Planning Director. This position 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 implement adopted development goals and visions for the community. 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. Coordinator for the City's Multi-department Development Review Team. Conducts special studies and makes recommendations to City management; oversees and directs the work of consultants. Supervises all planning support staff in accordance with city policy and union contract. Responsible for development and oversight of department budget. Serves as a Department Head on the City's management team. 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 in planning management. SALARY: Management Range 31: \$6,967.55 - \$8,469.11 + full benefit package. TO APPLY: Download application packet and job description at [www.warrentonoregon.us](http://www.warrentonoregon.us). Mail application, resume and cover letter to Dawne Shaw, City Recorder, City of Warrenton, PO Box 250, Warrenton, OR 97146 or email to [cityrecorder@warrentonoregon.us](mailto:cityrecorder@warrentonoregon.us). Open until filled. First Review: February 24, 2025. FLSA Exempt Position. EEOE.



## City of Warrenton

### Position Description

<b>Position: Planning Director</b>	
Department/Site: Planning	FLSA: Exempt
Evaluated by: City Manager	Salary Range: 31

### Summary

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 implement adopted development goals and visions for the community. 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. Coordinator for the City's Multi-department Development Review Team. Conducts special studies and makes recommendations to City management; oversees and directs the work of consultants. Supervises all planning support staff in accordance with city policy and union contract. 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. Serves as a Department Head on the City's management team.

### Essential Duties and Responsibilities

- 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.
- Prepares clear and concise staff review memos for the Planning Commission and City Commission, including necessary analysis and recommendations for 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.
- Conduct special studies or research and analyze growth management, environmental protection 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.
- As a member of the Senior Management Team , provides information and advice to the City Manager and City Commission on strategic planning and accomplishment of City goals and objectives. Participates in organizational-wide strategic planning. Coordinates the Department's activities with those of other City departments and offices to ensure a consistent approach towards common projects and interests and the cost-effective delivery of services.
- 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 Development Review Team meeting with fire, building, and public works departments to review projects and ensure communication and project oversight. Ensures effective communications between all city departments related to development projects.
- Coordinates urban planning goals and code amendments 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.
- Periodically reviews Development Code and Comprehensive Plan with Planning Commission for consistency with state regulations.
- 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.

### **Other Duties**

- Attends staff meetings, trainings, and conferences.
- Performs a variety of confidential and sensitive administrative tasks including gathering, interpreting, and preparing data for studies, reports, and recommendations; coordinating activities with other departments and agencies as needed; researching and preparing a variety of studies, reports, and related information for decision-making purposes.

- This position may be occasionally asked to make formal presentations to committees or the City Commission and develop plans or strategies necessary to achieve essential functions of this position and/or complimentary City goals.

### **Minimum Qualifications**

- A bachelor's degree in urban planning, public administration, or related field with at least three years progressive experience in planning management, preferably in a local government environment working with a range of stakeholders, including elected policy makers, and appointed commissions and boards.

Ability to:

- Understand, interpret, clearly 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.
- 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 Microsoft Office Suite, 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, and copier.
- Clearly communicate expectations for support staff on a wide variety of planning projects.

### **Licenses, Certificates, and other Requirements:**

AICP membership preferred.

Possession of a valid state of Oregon driver's license, or the ability to obtain one.

### **Desirable Qualifications:**

- A master's degree in planning can substitute for one year of experience. Coastal and small-town planning experiences desired.

### **Working Conditions:**

Work in this class is typically performed in an office environment and may occasionally conduct site visits at various locations. Operation of a 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.

**SUPERVISION:**

This position is directly under the supervision of the City Manager and works closely with the Planning Commission.

THIS POSITION DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK ASSIGNED BY 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 #*

Mailing Address: \_\_\_\_\_  
*City State ZIP Code*

Address: \_\_\_\_\_  
*Address Apartment/Unit #*

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept.	_____	
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept.	_____	
Do you possess a valid driver's license Class:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	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: \_\_\_\_\_  
Did you graduate? YES  NO  Degree: \_\_\_\_\_  
High School Equivalency? YES  NO  School: \_\_\_\_\_  
College: \_\_\_\_\_ Address: \_\_\_\_\_  
Did you graduate? YES  NO  Degree: \_\_\_\_\_  
Other: \_\_\_\_\_ Address: \_\_\_\_\_  
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*