



COMMUNITY DEVELOPMENT DIRECTOR

\$95,000 - \$110,000

Plus Excellent Benefits

Apply by

November 20, 2016

(First Review, open until filled)

PROTHMAN



WHY APPLY?



Located within the beautiful Willamette Valley, just 30 minutes outside of Portland and 15 minutes from Salem, the City of Woodburn, Oregon, is looking for an ideal candidate to help shape future development within the

community through job growth and economic vitality. Barely an hour from the beaches, the mountains and Oregon's most popular state park, residents and visitors enjoy the natural beauty and outdoor recreational opportunities that abound in the Pacific Northwest.

With a diverse community known for its friendly and supportive nature, this position offers an opportunity to make a difference and help shape the community's future.

THE COMMUNITY

Woodburn is a community rich in history, tradition and diversity. With a blend of Anglo, Hispanic and Russian cultures, Woodburn celebrates its diversity as one of Oregon's fastest growing communities, with a population of almost 24,500.

Long known as a center of agriculture, Woodburn is also the window to the Willamette Valley, providing visitors a gateway to some of the area's most beautiful attractions, including The Oregon Garden and Champoeg and Silver Falls State Parks.

As part of the area's economic development, tourism has become increasingly more important to the economic vitality of the area. Woodburn is home to the Woodburn Premium Outlets, one of the state's largest visitor destinations, and wonderful community events, including the Tulip Festival, Fiesta Mexicana and other local festivals. The Woodburn City Council advocates positive growth and urban renewal. A new economic development vision encourages the attraction of environmentally-friendly businesses that provide livable wages and enhance the community's quality of life.

Family is historically and culturally important here. With the support of the community, the Woodburn school system and its students continue to excel and achieve academically. Since 2002, the Wood-

burn School District is one of just a handful in the state to offer the prestigious International Baccalaureate Program. In 2006, the district developed five small academies at the Woodburn High School for innovative learning.



THE CITY

Incorporated in 1889, the City of Woodburn is a full-service municipality, excluding fire services, and operates under a Council-Administrator form of government. The City is organized into nine operating departments: Administration, City Attorney, City Recorder, Community Development, Community Services, Finance, Municipal Court, Police and Public Works. The City has 151 FTEs and an operating budget of \$67 million.

City Administrator Scott Derickson has served Woodburn since September 2008. Mr. Derickson is a longtime member of ICMA, and enjoys a reputation as a progressive, innovative City Administrator who has consistently developed excellent management teams in each of his previous positions. The City of Woodburn is in good financial condition backed by sound fiscal policies and practices.

The City depends on a variety of revenue sources to support municipal services. The primary source of revenue for the City and for other taxing districts in the Woodburn area is the property tax. The City's goals for 2016-2017 include fiscal sustainability, continuing an ordinance review and revision project, provide support to the Planning Division for development of the property now within the expanded Urban Growth Boundary, and continue to provide timely legal advice to the City Council, City Administrator, and departments to enable them to achieve their goals and objectives.



THE DEPARTMENT

Woodburn's Community Development Department establishes and administers development guidelines and standards to maintain and enhance Woodburn's livability through a full service planning program. The Department is also responsible for administering land use regulation, permitting, and coordinating the functions of the Building Division. The Department is involved in a variety of long-range planning efforts, including updating Woodburn's Transportation System Plan and Development Code updates, and short-range planning efforts related to new industrial development and new housing proposals. Woodburn's recent addition of approximately 600 acres to its Urban Growth Boundary adjacent to Interstate 5, and the newly-completed Interstate 5 Interchange, combined with expected significant residential property annexations within the next 12 months, makes this position an exciting opportunity.

The Community Development Department oversees both the Planning Division, which consist of 2.7 FTEs and an annual General Fund Budget of \$387,331, and the Building Code Division, which consist of approximately 3.5 FTEs and a Building Fund Balance of \$1,500,310. The Planning Department partners closely with other City Departments including the Police Department's Code Enforcement Division and the Economic Development Department.

THE POSITION

Working under the supervision of the City Administrator, the Community Development Director plans, administers, and directs the activities of the Community Development Department, and oversees and coordinates the functions of the planning and building divisions. The Community Development Director is responsible for the direct supervision of the Building Official, Associate Planner, and Administrative Assistant, and the indirect supervision of all other departmental staff within the Community Development Department. The Community Development Director also serves as staff to the Woodburn Planning Commission and is the departmental liaison to the Woodburn City Council through the City Administrator's Office.

Other responsibilities include:

- Directs Provides technical information and interpretation of laws, ordinances, rules and regulations for developers and the public
- Performs administrative staff work on land use issues including assimilating materials for agendas, submitting proposals, reviewing site plans, and researching information for the City Council, Planning Commission, City Administrator, and Council appointed committees.
- Provides assistance to the Council and Planning Commission in the development and maintenance of the city's Comprehensive Land Use Plan and in implementing ordinances.
- Supervises department personnel including assigning and reviewing work, evaluating performance, training, resolving grievances, and making decisions on hiring, termination, pay changes or job changes.
- Prepares staff reports for the City Council and Planning Commission on land use matters including annexation, zone changes, subdivisions, site development, planned unit developments, and major/minor partitions.
- Prepares final department budget; administers budget and monitors expenditures to stay within established budgetary constraints.
- Coordinates various planning functions with other city departments and with federal, state, county and local jurisdictions; participates in various public and private groups that can effect various planning programs such as Downtown Association, Economic Development Committee, and Chamber of Commerce.

- Organizes and coordinates an overall program of long range planning for the City; analyzes, investigates, and makes recommendations on development from permit requests.
- Assists in the analysis of preliminary and final land subdivision plats for necessary requirements; confers with developers and the public and makes recommendations to the Planning Commission; advises Commission of legal requirements.
- Assists the Economic Development Department in managing the City's Urban Renewal program, including administering the Downtown Grant and Loan Programs.
- Works with Public Works staff to develop and implement a transportation plan for the City; ensures compliance with plan and implements ordinances.



OPPORTUNITIES & CHALLENGES

Managing Growth

The Community Development Director will have the opportunity to manage the growth that is accompanied by a 619 acre expansion of Woodburn's Urban Growth Boundary.

Working With Local Schools

A recently passed \$65 million bond measure will finance capital construction projects for the Woodburn School District. The Community Development Director will work closely with the District on the land use and permitting issues as they implement these capital construction projects.

Developing The Department

Much of the capacity of the Community Development Department was lost during the recession. The new Director will have the opportunity and challenge of helping rebuild the department to previous capacity.

IDEAL CANDIDATE PROFILE

Education and Experience:

- Bachelor's degree from an accredited college in Urban Planning, or related field is required.
- Five or more years of professional planning experience, including supervisory responsibility is required.
- Must possess a current and valid Oregon State Driver's license.

Necessary Knowledge, Skills and Abilities:

- Knowledge in land use, community development, action grants, and other state and federal community development programs.
- Knowledge of municipalities and legal procedures used in connection with city planning and zoning.
- Knowledge of federal, state, and local laws and ordinances related to urban planning.
- Experience with housing rehabilitation.
- Knowledge in transportation systems and funding legislation.
- Extensive experience with personnel administration, and budgetary practices.
- Ability to present research results effectively to a wide variety of audiences.
- Ability to select proper research methodology and apply such methods to planning issues.
- Proven ability to provide excellent customer services to internal and external customers.
- Must communicate effectively with a wide audience both in person and in writing.
- Ability to use independent judgment and action in evaluating situations and making decisions.
- Experience with negotiation.
- Prior experience establishing and maintaining effective working relationships with developers, other planning agencies, state and federal agencies, other city department employees, city officials, and the general public.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

- **\$95,000 - \$110,000**
- Paid vacation & executive leave
- 10 paid holidays annually
- Generous sick leave accrual
- 100% city-paid employee contribution to PERS
- High deductible health plan w/HSA
- 457 Plan match of up to 5% of salary



Please visit
www.ci.woodburn.or.us

The City of Woodburn is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 20, 2016** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



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