



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

POSITION: Associate Planner
Community Development Department

Duties include but are not limited to:

Responsible for administering the Redmond Urban Area Development Regulations; processing applications for land use permits involving preparation of staff reports for applications; responding to inquiries from the public; attending Hearings Officer and Planning Commission meetings; proposing revisions to the Redmond Urban Area Development Regulations. Job description attached.

SALARY GRADE: Grade 16

\$3,767 - \$4,630. This is a non-exempt, confidential, non-represented position.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited four-year college or university with a degree in economics, geography, planning or related fields and two (2) years of progressively responsible professional experience in City, County, or Regional planning work, or any equivalent combination of education and experience which demonstrates the ability to perform the above described duties.

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

FINAL CANDIDATE SELECTED FOR POSITION WILL BE REQUIRED TO PASS A DRUG SCREENING AND A THOROUGH DMV CRIMINAL HISTORY INVESTIGATION.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office

2158 SE College Loop, Suite B

Redmond, OR 97756

Phone: (541) 548-8196 x324

Fax: (541)548-6379

E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST

(indicating why you want to be considered for this position) must all be received by the above Employment Office **no later than 5:00 PM, Friday, November 17, 2006**. Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Associate Planner
DEPARTMENT: Community Development
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 16
EMPLOYEE GROUP: Confidential / Non-Represented

PURPOSE OF POSITION:

Responsible for administering the Redmond Urban Area Development Regulations; processing applications for land use permits involving preparation of staff reports for applications; responding to inquiries from the public; attending Hearings Officer and Planning Commission meetings; proposing revisions to the Redmond Urban Area Development Regulations.

ESSENTIAL JOB FUNCTIONS:

Process applications for zone changes, site and design, variances, subdivisions, partitions, lot line adjustments, conditional uses, planned unit developments, and appeals; answer inquiries from the public; interpret zoning regulations; attend Hearings Officer and Planning Commission meetings.

Administer and enforce the Redmond Urban Area Development Regulations; ensures recommendations are consistent with the City's Development Code and the long-range Urban Area comprehensive plan.

Coordinates land use applications in the Redmond Urban Area with other jurisdictional agencies.

Recommend ordinances and regulations affecting land use, housing and transportation to control and guide development and renewal of the Redmond Urban Area.

Compile and analyze data on economic, social and physical factors affecting land use or the environment; prepare narrative reports on the data, providing observations and long-range recommendations.

Perform other related work as required.

JOB QUALIFICATIONS REQUIREMENTS:

Mandatory Requirements:

A Bachelor's Degree from an accredited four-year college or university with a degree in economics, geography, planning or related fields and two (2) years of progressively responsible professional experience in City, County, or Regional planning work, or any equivalent combination of education and experience which demonstrates the ability to perform the above described duties.

Thorough knowledge of research techniques; ability to read and interpret zoning ordinance; ability to prepare accurate and concise reports; ability to orally represent data in an effective and understandable manner; ability to make determinations relative to compliance or noncompliance with ordinances; ability to deal tactfully and courteously with the public; ability to establish and maintain effective working relationships with department personnel, public and private officials and the general public; ability to speak before large groups and express ideas effectively, and ability to interpret and apply laws and regulations relating to land use actions.

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Planning Manager who holds the employee accountable for achieving department goals and objectives.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Requires frequent use of personal computer, including word processing, data base, Internet, and spreadsheet programs; typewriter, calculator, telephone, copy machine, fax machine, postage machine; motorized vehicles.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Jim Hendryx
Community Development Director

July 1, 2006
Date

Sharon Harris
Human Resources Director

ADOPTED: JANUARY 1996
REVISED: JULY 1, 2001