



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: PLANNER -Current Planning
Community Development Department

This is a full-time, non-represented position; excellent benefit packet when eligible.

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.

MINIMUM QUALIFICATIONS:

Associate Planner level:

High school diploma or equivalent; 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. (Job description attached).

SALARY: Grade 16 \$3,767 - \$4,630 per month.

Senior Planner level:

High school diploma or equivalent; Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and four (4) years experience in municipal planning; or any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience. (Job description attached).

SALARY: Exempt Grade 18 \$4,153 - \$5,105 per month.

Special Requirements/Licenses:

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

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office

Phone: (541) 548-8196 x324

2158 SE College Loop, Suite B

Fax: (541)548-6379

Redmond, OR 97756

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. Applications will be accepted until the position is filled. Initial review of the application materials will begin on June 8, 2007. Application materials may still be submitted after this date. Please be aware after a minimum of two weeks, this recruitment may close without further notice.

Only those applicants who are selected to participate in the interview process will be notified.

Final candidate(s) selected for a position will be required to pass a drug screening and a thorough criminal history investigation.

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).

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: 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 and make presentations at Hearings Officer and Planning Commission meetings, and occasionally City Council 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:

High school diploma or equivalent; 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.

Special Requirements/Licenses:

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

Necessary Knowledge, Skill and Abilities:

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.

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:

Computer, including word processing, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine. This position requires use of City 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.

While performing the duties of this job, the employee works in an office environment. Some outdoor work is required in the inspection of various land use developments and construction sites. The noise level in the office setting is usually quiet and the noise level in the field is usually moderate.

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

February 1, 2007
Date

Sharon Harris
Human Resources Director

ADOPTED: JANUARY 1, 1996
REVISED: JULY 1, 2001; FEBRUARY 1, 2007



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Senior Planner
DEPARTMENT: Community Development
FLSA STATUS: Exempt
SALARY GRADE: Grade 18
EMPLOYEE GROUP: Confidential / Non-Represented

PURPOSE OF POSITION:

Performs a variety of administrative and technical work in the current and long range planning programs of the city related to the development and implementation of land use and related municipal plans and policies.

ESSENTIAL JOB FUNCTIONS:

Serves as a project manager in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Manages and participates in large planning projects involving considerable interaction with developers, agencies, civic groups and special interests. Provides direct project supervision over planners and planning support staff.

Reviews development proposals, working with the customer to complete a land use solution that complies with laws and regulations in an expedited process;

Provides technical assistance, recommendations, and presentations to staff, City Council, Planning Commission and other citizen committees concerning large scale and multi-use land development and planning programs. Contacts officials of state and federal agencies for assistance in such programs, as required. Prepares supporting materials for requests for state and federal funding and helps maintain intergovernmental coordination.

Performs field investigations and gathers, analyzes, interprets, evaluates, and reports upon various land use and land characteristic data related to development proposals or ordinance violations. As necessary, coordinates and assists local, state, and federal agencies in the review of proposals and violations. Conducts analyses, prepares and uses predictive models to analyze planning proposals and environmental considerations. Develops land use capability projections and prepares analyses of population, housing, natural resources, energy, and other socioeconomic factors.

Organizes data and information formats that support further research and conclusions by, preparing maps, charts, graphics, tables, computer readouts, and written reports containing descriptive, analytical and evaluative content according to the needs of the project. Analyzes and interprets statistics to point out significant findings and prepares conclusions and forecasts based on information summaries. Conducts research and develops recommendations related to new and revised zoning and land-use ordinances.

Attends meetings and hearings with official and public groups and contributes to such with discussions and presentation of materials, as assigned or appropriate.

Performs other duties as required to accomplish the objectives of the position. Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Provides staff support to the Planning Commission as needed and assigned.

Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.

Assist in identifying grant opportunities & grant application components.

Serves as a member of various staff committees as assigned. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Performs related work as required.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school diploma or equivalent; Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and four (4) years experience in municipal planning; or any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience.

Special Requirements/Licenses:

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

Necessary Knowledge, Skills and Abilities:

Considerable knowledge of the principles and practices of urban, community development, or natural resource planning. Thorough knowledge of the mathematical and statistical analytical methods and techniques applied to planning. Considerable skill in the application of computerized and non-computerized analytical methods and techniques to such information and data.

Well developed human relations skills to deal positively and effectively with customers and co-workers to enforce policy, and to conduct formal presentations to a variety of groups and individuals. Considerable skill in the development of detailed, comprehensive oral, written and graphical communications in the field of analysis for planning.

Ability to organize the work of a small team of lower classified individuals in a manner that produces timely closure to projects or assignments. Ability to perform research, compile information, conduct analyses, and compose comprehensive and detailed administrative and community planning reports. Ability to communicate orally and in writing complex ideas and information to a variety of audiences, in a clear, comprehensible, effective, and professional manner. Ability to develop and maintain productive, harmonious relationships with community groups, officials, other city departments, and the general public. Requires sufficient visual acuity to read letters, numbers, and detailed maps; hearing and speaking ability to conduct formal presentations to large audiences; hand eye coordination to operate common business equipment such as personal computers. Ability to devise and conduct highly complex and detailed research and analysis projects.

SUPERVISION RECEIVED:

Work is performed under general supervision of the Planning Manager with work being reviewed primarily on the basis of results obtained. Incumbents are expected to carry assignments through to completion with only unusual or especially complicated tasks reviewed in detail.

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 job functions.

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

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

TOOLS AND EQUIPMENT USED:

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine. This position requires use of City 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. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites.

The noise level in the work environment is usually quiet with the typical office noises and interruptions.

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 employee 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

February 1, 2007
Date

Sharon Harris
Human Resources Director

Adopted: April 1, 2000
Revised: July 1, 2001; February 1, 2007