



*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: Long Range / Economic Planner**  
Community Development Department

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

***Duties include but are not limited to:***

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

**STARTING MONTHLY SALARY- \$4448 - \$4604**

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent; Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, or a closely related field, and four (4) years experience in municipal planning with demonstrated experience in long-range and economic development planning; or any equivalent combination of education and 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.

Must successfully pass a criminal history check, including fingerprinting, as mandated by Oregon Revised Statutes.

**HOW TO APPLY:**

***Request application packet from:***

Oregon Employment Dept, Redmond Office  
2158 SE College Loop, Suite B  
Phone: (541) 548-8196 x324  
Fax: (541)548-6379  
Redmond, OR 97756  
E-mail: [Charlene.V.Miller@state.or.us](mailto: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 must be received by the employment department by November 13, 2009. Application materials submitted after will not be accepted.

**Interviews for this position will be held the week of January 3, 2010.**

*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.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Mike Viegas at (541) 504-3032, 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:** Senior Planner – Long Range / Economic Planning  
**DEPARTMENT:** Community Development  
**FLSA STATUS:** Exempt  
**SALARY GRADE:** Grade 18  
**EMPLOYEE GROUP:** Confidential / Non-Represented

### **PURPOSE OF POSITION:**

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

### **ESSENTIAL JOB FUNCTIONS:**

Develops plans and assists in developing policies and guidelines to direct community growth.

Identifies community's attractors and liabilities as it pertains to planning, and makes recommendations to amend department's programs and policies appropriately.

Researches, develops and recommends new programs, projects or program improvements to enhance the attractiveness of the community as a business location.

Conducts research and develops recommendations related to department programs and policies, including the Comprehensive Plan, development code, city code and other programs and practices to further the goals of the City Council and the community as it relates to long range planning and economic development.

Provides technical assistance, recommendations, and presentations to staff, City Council, Planning Commission and other citizen committees.

Gathers, researches and analyzes data for studies, reports and recommendations on assigned projects in long range and economic development planning program areas with other departments and agencies as needed.

Serves as a project manager in the development of short and long range plans.

Prepares, negotiates, administers, and monitors contractual agreements for planning projects, including reviewing grant programs and other sources of funding, drafting applications for grants or other sources of funding, and interviewing and managing consultants for various planning projects.

Performs major work toward implementation of City plans and policies with State and regional planning agencies, including evaluation and preparing reports on the relationship of existing City policies and regulations to State and regional planning goals, policies, and regulations.

Prepares reports for review by Department and City management indicating how State and regional goals, policies, and regulations affect the City, including suggesting appropriate courses of action.

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 staff support to the Planning Commission as needed and assigned.

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.

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. 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, or a closely related field, and four (4) years experience in municipal planning with demonstrated experience in long-range and economic development planning; or any equivalent combination of education and 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:**

Thorough knowledge of the rules, regulations, policies and operating procedures of the Community Development Department; Community Development Department Mission and Vision; theories, principles, procedures, practices, and trends in the field of planning.

Considerable knowledge of the principles and practices of urban planning and design, community development, or natural resource planning.

Able to understand and interpret Oregon Statewide Planning Goals, Oregon Administrative Rules governing planning, and state laws governing the City's planning responsibilities and basic principles of urban planning.

Able to understand the importance of long-range planning as it pertains to a sustainable, healthy, economically vibrant community.

Considerable knowledge of development, economics, finance, geography, and geology as they apply to urban design and 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.

Ability to devise and conduct highly complex and detailed research and analysis projects.

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.

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. 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.

**SUPERVISION RECEIVED:**

Work is performed under general supervision of the Community Development Director 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.**

*Heather Richards*  
Community Development Director

*October 1, 2009*  
Date

*Sharon Harris*  
Assistant City Manager of Employee Services

**Adopted: April 1, 2000**

**Revised: July 1, 2001; February 1, 2007, October 1, 2009**