



POSITION: Senior Planner – Economic Development
Community Development Department

Duties include but are not limited to:

Performs a variety of administrative and technical work in economic development, urban renewal and long range planning programs of the city related to economic development, development, redevelopment and implementation of land use and related municipal plans and policies. Job description attached.

SALARY RANGE:

Grade 18: \$4,012 - \$4,932 per month. Excellent City benefit package when eligible.

MINIMUM QUALIFICATIONS:

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

NECESSARY KNOWLEDGE, SKILLS & ABILITIES:

(A) Considerable knowledge of the principles and practices of urban renewal, 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.

(B) 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.

(C) 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 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.

SPECIAL REQUIREMENTS:

Must have a valid Oregon State driver's license or ability to obtain one.

All selected finalists for City employment are subject to testing for drugs and a DMV/criminal background check.

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, June 30, 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.



CITY OF REDMOND

POSITION DESCRIPTION

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

PURPOSE OF POSITION:

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

ESSENTIAL JOB FUNCTIONS:

Serves as a project manager in the development of economic development activities, urban renewal 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 economic development activities, urban renewal and 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 to the staff, City Council, Planning Commission and other citizen committees concerning economic development activities, urban renewal 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 economic development activities, land use, and urban renewal related proposals. 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, economic development activities, and urban renewal proposals and environmental considerations. Develops projections and prepares analyses of population, development, 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 economic development, land-use and urban renewal.

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 and urban renewal agency as needed and assigned.

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.

JOB QUALIFICATION REQUIREMENTS

Mandatory Requirements:

- (A) Graduation from an accredited four-year college or university with a degree in public administration, land-use planning, economic development, urban planning, landscape architecture or a closely related field, and
- (B) Four (4) years experience economic development, municipal planning, urban renewal and redevelopment; or
- (C) Any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of the principles and practices of urban renewal, 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.
- (B) 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.
- (C) 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 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.

Special Requirements:

Must have a valid Oregon State driver's license or ability to obtain one.

SUPERVISION RECEIVED: Works under the general guidance and direction of the Planning Manager.

PHYSICAL DEMANDS: While performing 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. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee may 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.

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.

Adopted: April 2000
Revised: July 1, 2001; April 6, 2006