

*THE CITY OF MCMINNVILLE, OREGON
INVITES QUALIFIED PROFESSIONALS
TO APPLY FOR THE POSITION OF
PLANNING DIRECTOR*

*\$82,704 - \$105,552 ANNUALLY
(EFFECTIVE JULY 1, 2016)*



*AN OUTSTANDING EMPLOYMENT
OPPORTUNITY IN ONE
OF THE PACIFIC NORTHWEST'S PREMIER
COMMUNITIES*

BECOME PART OF OUR CITY TEAM

The City of McMinnville, Oregon is seeking a dynamic and experienced Planning Director with a positive, forward-thinking perspective to provide advanced professional planning, urban renewal, and economic development services in our City. Our current Planning Director is retiring after 25 years of service with the City. This is a unique opportunity to shape a growing community with high quality public services, and work with a group of people who meet the high standards set by community members.

The Planning Director is responsible for directing, planning, and overseeing the development and use of land within McMinnville and its Urban Growth Boundary, as well as the urban renewal, and economic development programs for the City. This position performs professional planning and design work, communicates with the public in matters related to departmental activities and responsibilities, and supervises department personnel in the performance of their duties.

THE ADVANTAGES OF WORKING FOR THE CITY OF MCMINNVILLE

The City of McMinnville has a great deal to offer the new Planning Director, including a supportive Mayor, City Council, City Manager, staff, and community. McMinnville is located in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. McMinnville's historic Third Street was recently honored by the American Planning Association as one of its prestigious *Great Streets in America*. This recognition celebrates places of exemplary character, quality, and planning. The historic downtown was also recently recognized by Parade Magazine as the best downtown west of the Mississippi River.

McMinnville has a Council-Manager form of city government. It is a full service city, providing a broad range of public services, and has a statewide reputation for stability and effective governance.

It is the mission of the City to maintain a safe, livable environment within the community through open governance and the efficient delivery of public services. A recent citizen survey rated the City's livability at 8.1 out of 10, with 74 percent of respondents rating livability at 8 or higher. The

small-town atmosphere, the historic downtown area, and community spirit were most highly valued by those responding to the survey.



RESPONSIBILITIES OF THE PLANNING DIRECTOR

The Planning Director works under the direction of the City Manager and evaluates, develops, and implements programs, policies, and procedures to improve the effectiveness and efficiency of the Planning Department and the City's land use and urban renewal programs. This individual establishes departmental goals and objectives and plans and develops departmental programs and services based on the analysis of legal, social, economic, environmental, and political factors, workload, and staffing levels to provide appropriate and effective planning and economic development services to the community.

The Planning Director reviews designs of subdivisions, multi-family residential, commercial, and industrial development proposals and critiques against municipal and state codes and professional design concepts. The person in this position provides assistance to property owners and developers; assists the general public by resolving complaints regarding land use matters; and advises on courses of action via telephone, correspondence, and in person. This individual attends various community group meetings, as well as professional and civic meetings to communicate City direction, planning programs, and policies.

The Planning Director receives, reviews, and processes requests for annexation, land division, rezone, plan amendments, etc., conducts necessary studies and analyses, and prepares related reports. This position develops recommendations and communicates information to the Planning Commission, City Council, Urban Renewal Agency Board, and other assigned

committees.

The Planning Director works closely with the Community Development Director to ensure the smooth transition of projects through the various stages of development throughout the City; and as an integral team member with representatives of other organizations and agencies; assists existing/prospective businesses in their efforts to expand/locate in the City - including activities such as site location, facilities, financing alternatives, and providing information and assistance to obtain necessary permits, licenses, zoning, and other needs. The Director develops the Planning Department budget, reviews and approves purchase orders while monitoring expenditures to the approved budget. This individual prepares and administers grant applications and requests for proposals.

The Planning Director administers McMinnville's Urban Renewal Plan, supports the work of the Urban Renewal Agency and the Urban Renewal Advisory Committee; prepares reports and other related information necessary to implement the adopted plan; prepares the budget; and coordinates with other City staff (e.g., Finance Director, City Attorney, Community Development Director) in the implementation of the plan.

The Planning Director attends City Council and various other meetings to provide input and receive direction or other information. The Director prepares findings, resolutions, ordinances, and reports for information or action by the City Council, Planning Commission, and the Urban Renewal Agency.

COMPENSATION AND BENEFITS

Effective July 1, 2016 the salary range for Planning Director will be \$82,704 - \$105,552 annually. Within the range, an appointment will be made based on qualifications. The City's current benefit package includes:

- ✍ Medical, dental, and vision insurance in which the City and the employee share in premium costs;
- ✍ City paid VEBA contributions;
- ✍ City-paid life insurance;
- ✍ City-paid long-term disability insurance;
- ✍ Sick leave earned at the rate of 8 hours per month;

- ✍ Vacation credit earned at the rate of 6.67 hours per month, with increases in accrual rates after 3, 7, 13, and 20 years. Prior municipal service may be considered by the City Manager, who has the authority to grant one-half of the prior years' service credit toward vacation for a particular City position;
- ✍ Five days of paid administrative leave annually;
- ✍ Ten paid holidays and two floating holidays annually;
- ✍ City-paid participation in the Public Employees Retirement Systems;
- ✍ Professional membership costs and attendance at job-related conferences as budgeted; and
- ✍ Options to participate in the deferred compensation plan(s), and other employee-paid insurances.

EXPERIENCE AND EDUCATION

This position requires the equivalent of a four year university education in urban planning, geography, design, or related field and eight years planning experience including supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job duties.

THE IDEAL CANDIDATE

The ideal candidate is a demonstrated leader with the ability to collectively create a vision of the future and to influence, persuade, and garner commitment to that vision. Most importantly, he or she must be capable of creating, supporting, and leading high performance in a positive work environment. The progressive Planning Director has a broad knowledge and understanding of all aspects surrounding municipal planning, economic development, urban design, historic preservation, and urban renewal districts.

The ideal candidate will bring an egoless leadership style, and be a solutions-oriented, innovative, and self-motivated individual. The Director will be both positive and approachable and be able to maintain and nurture relationships at all levels. Excellent communication and customer service skills that demonstrate the ability to work in a collaborative environment are required.

PLANNING DEPARTMENT PROJECTS

- ✍ Working with City Council appointed committee to provide affordable housing supportive amendments to the zoning ordinance and land use review practices;
- ✍ Providing technical and administrative support to the Urban Renewal Agency Board and its advisory committee specific to the design and construction of Alpine Avenue, a “festival” street intended to help revitalize the NE Gateway District;
- ✍ Coordinating economic development planning efforts for the Highway 18 Corridor;
- ✍ Implementing the recommendations of the Economic Opportunities Analysis; and
- ✍ Updating the Department’s strategic plan and long-range planning priorities.

TO APPLY FOR THE POSITION OF PLANNING DIRECTOR

Those who are interested in applying for the position of Planning Director should submit a cover letter, current resume, answers to the supplemental questions (below), and City of McMinnville employment application that highlights the relevant experience and education related to the position. The application materials must be received by 5:00 p.m. on Friday, April 29, 2016 at the City of McMinnville, attention Rose Lorenzen, Administrative Assistant / Human Resources Analyst, 230 NE Second St., McMinnville, Oregon 97128.

SUPPLEMENTAL QUESTIONS

1. Please share your experience working with Planning Commissions and other elected and appointed committees.
2. Please describe your experience working with businesses, property owners, and other interested parties to resolve controversial planning issues.
3. Please tell us why you are interested in this position and why this is a good time in your career to come to the City of McMinnville.
4. Please share your experience in developing a consensus recommendation to promote future quality of life issues.



TENTATIVE RECRUITMENT SCHEDULE

- ✍ March 21, 2016—Open Recruitment
- ✍ April 29, 2016—Closing date for receipt of all application materials (employment application, cover letter, resume, and supplemental questions)
- ✍ May 2 – 6, 2016—Review and screening of application materials
- ✍ May 25, 2016 — Panel Interviews
- ✍ May 25 – 27, 2016 —Reference checks
- ✍ May 31, 2016—Offer position to top candidate
- ✍ June 27, 2016—Transition to new Planning Director

**CITY EMPLOYMENT APPLICATIONS,
RESUMES, ANSWERS TO
SUPPLEMENTAL QUESTIONS, and
COVER LETTERS
WILL BE
ACCEPTED UNTIL
5:00 P.M., FRIDAY, APRIL 29, 2016**

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling Rose Lorenzen at (503) 434-7405 or by e-mailing her at lorenzr@ci.mcminnville.or.us