



## *The Application Process*

**If you are interested in being considered for the Associate Planner position with the McMinnville Planning Department, please submit the following documents by 5:00 p.m. on Friday, June 24, 2016 to Rose Lorenzen, City of McMinnville, 230 NE Second Street, McMinnville, Oregon 97128.**

- 1. A City employment application (available at the City's website, [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)).**
- 2. A written response to the following two questions:**

Associate Planner questions:

- 1. Please describe in adequate detail your experience (e.g., length of time, type of projects, level of supervision or independence, etc.) in the following areas of planning. If available, include a copy of a staff report or plan you authored and/or copies of relevant graphics you have created:**
  - a. Current Planning
  - b. Long Range Planning
  - c. Design Review
  - d. Interplay with the community, Planning Commission, or other similar committees.
- 2. Please explain why you believe that you are the best candidate for this position.**



## ASSOCIATE PLANNER

**\$4,420 – \$5,638/month (Depending On Experience)**

The City of McMinnville Planning Department is recruiting for an Associate Planner to help guide future development in this growing community known for its progressive planning, quaint downtown, vineyard covered hills, and family supportive environment. The person selected to fill this position will be responsible for current and long-range planning to include investigation, analysis, and development of reports and recommendations pertaining to zoning and land use planning. Work may also include providing staff support to various committees. The ideal candidate will have the ability to establish and maintain effective working relationships with the public and staff, have strong oral and writing skills, enjoy variety in their work assignments, and have a passion for public service; GIS skills are desirable but not required.

Other general duties of the Associate Planner include providing information to various public agencies and private parties regarding the City's land use policies, procedures, and regulations; and working with other departments on planning related projects. As time and work priorities permit, the Associate Planner will have opportunity to work on a variety of long range projects.

*McMinnville—The City and  
the Community*



**McMinnville City Hall**

The City of McMinnville has a great deal to offer the new Associate Planner 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 City's mission 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.

McMinnville has a growing population of 33,000; and is a quiet, easy-going city situated in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. The Pacific Ocean beaches are 50 miles to the west, Portland is 36 miles to the northeast, and the state Capitol, Salem, is 25 miles to the southeast. McMinnville is home to Linfield College, listed in *U.S. News and World Report* as one of the nation's top regional colleges; and Chemeketa Community College, McMinnville Campus. In addition, McMinnville has a healthy, diverse economy and vibrant historic downtown.



Historic Cozine House, home of the McMinnville Downtown Association

## Qualifications

### Knowledge of:

- \* Data gathering and research techniques;

- \* Ability to use more advanced math tools, such as geometry and statistics;
- \* Design, distribution, and analysis of questionnaires and other citizen survey tools used in the planning process;
- \* Theory and methods of formulating land use plans and other policies;
- \* Methods used for citizen involvement in planning projects;
- \* Planning applications for land use theory, urban design, economics, municipal finance, land use law, environmental design, resource development, and ecology; and
- \* Computer applications for word processing, desktop publishing, creation of spread sheets, and computer-generated mapping and business graphics.

### Skills in:

- \* Analyzing data gathered and preparing reports and recommendations;
- \* Clearly presenting information in oral, written, graphic, or other forms;
- \* Public speaking for making reports or informational presentations about planning and community development activities to citizens, businesses, and other interest groups;
- \* Clearly expressing policies, regulations, and procedures orally and in writing;
- \* Identifying regulatory actions such as the creation of zoning code provisions or changes in the zoning map which will implement the City's land use and other policies; and
- \* Designing documents to provide information to the public and/or to involve the public in planning issues.

### Ability to:

- \* Establish and maintain effective working relationships with citizen groups, employees, outside agencies, and others;
- \* Work with organizations to facilitate their development of positions on

- planning related matters or in the development of their planning documents;
- \* Draft ordinances and resolutions, which amend the City's policies and/or codes in minor ways;
- \* Prepare concise and clear reports including recommendations for the creation or amendment of policy and/or zoning;
- \* Understand existing policy and to apply that policy to formulate recommendations on specific requests for less complex quasi-judicial land use reviews such as administrative variances, lot line adjustments, and land divisions;
- \* Apply methods of planning to the development of solutions to problems, which involve the creation and/or implementation of policy;
- \* Use computers and specialized planning tools, and learn a variety of computer software programs;
- \* Establish and maintain effective working relationships with individuals from diverse backgrounds;
- \* Communicate effectively with the public, members of outside agencies, and employees; and
- \* Work under limited supervision, setting up meetings and meeting schedules, and prepare applications for grants.

- \* City-paid life insurance;
- \* City-paid disability insurance;
- \* Sick leave earned at the rate of eight hours per month;
- \* Vacation credit earned at the rate of 6.67 hours per month up to a maximum of 320 hours, with increases in accrual rates after 3, 7, 13, and 20 years;
- \* Ten paid holidays and two floating holidays annually;
- \* Full, City-paid participation in the Oregon Public Service Retirement Plan (OPSRP) and contribution by the employer for the employee of 6 percent;
- \* Opportunities for on-going professional development; and
- \* Options to participate in the credit union, deferred compensation plan, and other employee-paid insurance.



*McMinnville Community Development Center*

### *Compensation*

The salary range for the Associate Planner is \$4,420 - \$5,638 per month, depending upon qualifications. The City of McMinnville provides a benefit package that includes:

- \* Medical, dental, and vision insurance in which the City and employee share in increases to premiums;
- \* Medical, dental, and vision insurance in which the City and employee share in increases to premiums;
- \* City paid VEBA contributions;

### *Tentative Recruitment and Selection Schedule*

June 3, – June 24, 2016 - City employment applications and supplemental answers received.

June 27 – July 1, 2016 - Screening of applications and supplemental answers; scheduling interviews.

Week of July 11 - Conduct interviews.

July 18 – 22, 2016 – Complete reference checks and background investigations; and negotiate offer with candidate.

August 1, 2016 – Tentative start date.

## *How to Apply*

A typical way to qualify for this exceptional position is an education equivalent to a four-year university degree in urban planning, landscape architecture, or related field, and two years planning experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Those who are interested in applying for the position of Associate Planner should submit a City employment application and provide thorough, written responses to the following two supplemental questions:

**The following questions are aimed at assessing your skills and experience. It is not expected that an applicant will have experience in all the fields or areas described below. Please limit your answers to a maximum of four pages.**

1. Please describe in adequate detail your experience (e.g., length of time, type of projects, level of supervision or independence, etc.) in the following areas of planning. If available, include a copy of a staff report or plan you authored and/or copies of relevant graphics you have created:
  - a. Current Planning
  - b. Long Range Planning
  - c. Design Review
  - d. Interplay with the community, Planning Commission, or other similar committees.
2. Please explain why you believe that you are the best candidate for this position.

The application package must be received by 5:00 p.m. on Friday, June 24, 2016, at the City of McMinnville, attention Rose Lorenzen, Human Resources Technician, 230 N.E. Second Street, McMinnville, Oregon 97128. Please call Ms. Lorenzen at (503) 434-7405 to request a City employment

application, e-mail your request to her at [Rose.Lorenzen@mcminvilleoregon.gov](mailto:Rose.Lorenzen@mcminvilleoregon.gov) or you can obtain one from our website – [www.mcminvilleoregon.gov](http://www.mcminvilleoregon.gov).

***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 the number listed above or by emailing Ms. Lorenzen at [Rose.Lorenzen@mcminvilleoregon.gov](mailto:Rose.Lorenzen@mcminvilleoregon.gov)***