



CITY OF TALENT COMMUNITY DEVELOPMENT DIRECTOR/ CITY PLANNER

GENERAL STATEMENT OF DUTIES

Carries out short- and long-range planning activities and plans, directs, oversees, and administers the activities of the Community Development Department, including planning, building, and code compliance services.

DISTINGUISHING FEATURES OF THE CLASS

In addition to direct participation in Type 1 through Type 4 land use reviews, an employee in this classification is responsible for identifying short- and long-term municipal community development needs, performing related tasks, and directing staff on accomplishing department goals. Work involves contact with the public and requires excellent customer service. An employee in this position is expected to work independently and seek direction from the appropriate authority when needed.

SUPERVISION RECEIVED

Work is performed under the supervision of the City Manager.

SUPERVISION EXERCISED

Supervises professional/technical contractors and Community Development Department employees.

CORE COMPETENCIES

- **Integrity/Accountability:** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of the City Council, appointed City officials, residents, and co-workers.
- **Vision/Problem Solving:** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal.
- **Leadership/United:** Focuses on results, supporting private and public investment in the community in forms supported by residents and the City's leadership. Assists City leaders to make intentional choice between competing priorities and seek solutions that reduce trade-offs between values. Brings a positive attitude to the work environment.
- **Technical Ability:** Efficiently implements City Code, Comprehensive Plan and related policies—and capably identifies and leads efforts to update and improve such policies.

KEY PERFORMANCE AREAS / MAJOR RESPONSIBILITIES

1. Performs current and long-range professional planning functions, including: reviewing applications; writing findings and conditions; preparing a variety of reports and policy analyses; and conducting planning studies on complex development projects.
2. Directs the preparation and implementation of the department's annual operating and capital budget consistent with program goals and objectives; responds to requests from City Manager and Budget

Committee members.

3. Serves as project manager for large and complex current and long-range planning projects involving City land use policy; manages multiple contracts.
4. Participates in selection and management of consultant contractors.
5. Drafts new City Ordinances governing land use and development.
6. Provides service to the public at the counter, over the phone and in the field; receives, revises, and processes development applications and proposals; provides general and technical information and interprets planning and zoning laws, ordinances and codes for developers, architects, engineers, and the general public; seeks and receives input from citizens.
7. Maintains the City's planning land development files; and maintains maps. Manages GIS database and production of maps and other information.
8. Supports the building permit review process through supervision of front-line staff and making professional judgements on whether and what type of land use review may be required.
9. Recommends and leads implementation of new or revised procedures to improve the effectiveness of the City and its services.
10. Contributes to an overall productive and respectful work environment by providing excellent customer service and working in a positive, collegial manner always.
11. Maintains cooperative working relationships with co-workers, management, other departments, and the general public.
12. Supervises, assigns and directs the activities of personnel in the Community Development office. Hires subordinate employees, evaluates performance, and adjusts grievances under the labor contract's grievance procedure.
13. Disciplines subordinate employees up to and including discharge, as necessary, by making effective recommendations to the City manager.
14. Administers the Comprehensive Plan and development codes; initiates long range planning projects.
15. Leads preparation of grant applications and administers grants for Planning projects.
16. Serves as an essential member of the City staff leadership team helping develop implementation strategies, staff recommendations to City Council, and leading implementation of special projects.
17. Provides flood hazard and mitigation information to citizens, developers, financial institutions and insurers to support participation in the National Flood Insurance Program and to promote development that reduces local flood hazards. Capability to serve as the City's Floodplain Manager preferred.
18. Oversees pre-application reviews which assist applicants for site-review, subdivisions, conditional uses, variances, minor land partitions, lot line adjustments and land rezoning. Conducts pre-application

conferences as scheduled.

19. Coordinates citizen involvement activities and public meetings including neighborhood meetings, meetings associated with downtown revitalization, periodic review and Census. Conducts necessary research and prepares documents, plans and reports as required.
20. Conducts various special studies and projects as assigned by the City Manager.
21. Processes land use applications including preparation of staff reports with recommendations and conditions of approval, in compliance with City and State land use planning requirements. Conducts field inspections of development sites.
22. Gives oral presentations to citizen committees, Planning Commission and City Council pertaining to land use applications and various community development projects.
23. Directs the Code Compliance Officer in identifying and correcting any violations of City zoning and development codes.
24. Responds as necessary to citizen inquiries/complaints regarding zoning, land use requirements, planning regulations, fees and other planning program areas.
25. Represent the City at interagency and regional planning processes.
26. Maintains knowledge and awareness of changes to the Oregon land use regulatory framework due to new legislation, rule changes, and important precedential decisions.
27. Does related work as required.

MANDATORY REQUIREMENTS

- Requires a Bachelor's degree (Master's preferred) from an accredited college or university with major course work in planning, public administration or a related field.
- Must have a thorough knowledge of land use, urban design principles, and planning laws, regulations, practices and procedures; knowledge of word processing software, spreadsheets, database management practices and GIS applications.
- A minimum three years responsible experience in urban planning.

Any combination of experience, education and training which demonstrates the ability to perform the duties of the position may be substituted for mandatory requirements.

DESIRABLE EXPERIENCE/SKILLS/ATTRIBUTES

- Five years of experience in municipal or regional planning under the Oregon State Land Use Planning System.
- AICP Certification
- Floodplain manager certification.

Special consideration will be given for those who help our team better connect with our community, who bring skill sets that enable us to better engage with our community, and have a track record of service

to our communities and/or country.

JOB CONDITIONS

Regular (monthly) attendance at City Council and/or Planning Commission meetings in the evening. Rarely/occasionally attend public engagement events on the weekend.

The position requires mobility. Moving materials weighing up to ten pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 30 pounds. Manual dexterity and coordination are required for less than 50 percent of the work period while operating equipment such as computer keyboard/mouse, calculator, motorized vehicle, etc.

The employee is occasionally required to visit undeveloped sites and retrieve records from archives. This may require the employee to cross broken ground, climb steep slopes, balance, stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The employee is frequently required to sit, communicate, reach, and manipulate objects, tools or controls. The position requires mobility. Character and flow of work involve normal mental and visual attention.

PRE-EMPLOYMENT REQUIREMENTS

Must be bondable; must successfully complete screening examinations, tests, background checks, and drug screen. Must possess valid Oregon Driver License and meet insurance qualifications.

COMPENSATION: Semi-Monthly, plus education incentives.

FLSA EXEMPTION STATUS: Exempt

PHYSICAL REQUIREMENTS, WORK CONDITIONS, ENVIRONMENTAL FACTORS

The majority of work is performed within a climate-controlled office environment. Some travel to outside locations being subject to weather and/or driving conditions.

MACHINES/TOOLS/EQUIPMENT USED AS PART OF THE JOB

Computer, mouse, land-line and cell phone, copy machine, scanner, printers, paper cutters, calculator, and vehicle.

OVERALL JOB STRENGTH RATING: Light - Lift carry, push, or pull occasionally up to 20 pounds: frequently lift, carry, push, or pull objects weighing up to 10 pounds. Job is largely sitting, but more than sedentary; walking and/or standing are required, at times on undeveloped sites.