



COMMUNITY DEVELOPMENT DIRECTOR

\$85,185 - \$103,543

Plus Excellent Benefits

Apply by

March 31, 2019

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Situated at the mouth of the Columbia River in northwestern Oregon along the Oregon Coast Highway, the City of Astoria offers unique natural beauty and a rich history in a charming town near the coast. Because of its steep hills and beautiful Victorian homes, Astoria has also been called the "Little San Francisco of the Pacific Northwest."

The City of Astoria is looking for a leader who can strategically lead the City's Community Development Department while focusing on results and accountability. This is an excellent opportunity for an experienced community development professional to make a difference in a region that takes pride in its spectacular natural beauty and rich history. If you possess strong interpersonal and leadership skills and enjoy challenges, this is the right position for you!

THE COMMUNITY

Located in the far northwest corner of Oregon where the Pacific Ocean meets the opening of the vast Columbia River, the City of Astoria (pop. 9,500) offers expansive views of Oregon's Fort Stevens State Park, Washington's Coast Range, Long Beach Peninsula, and the Columbia River as it weaves inland to the east. To the north, the 4-mile Megler Bridge connects Astoria to Washington State.

Astoria is home to many successful small businesses including art galleries, restaurants, micro-breweries, food carts, museums, hotels, and an eclectic mix of shops. Locals specifically enjoy visiting the Liberty Theater for live entertainment, the Columbia River Maritime Museum and the Flavel House Museums, and taking rides on the Riverfront Trolley.

Astoria takes great pride in the 200-year history of their downtown district buildings. Built in the 1920s-era, roughly 40 square blocks highlight the well restored architecture of the Victorian and Craftsman styled buildings and homes. To the east, the eye-catching Astoria Column towers high on a hilltop, artistically displaying the Cities' strong history.



The streets of Astoria are known to quickly become electric during events including the annual Astoria Music Festival, Sunday Markets, ArtWalks, and other special art activities and festivals throughout the year. Residents and visitors also have the opportunity to take advantage of Astoria's unique water front - a five-mile river board walk that is home to many of the area's most popular businesses and attractions. Along the waterfront are also many piers, marinas, and fishing boats, while expansive hiking and walking trails, and massive parks such as the Lewis & Clark National Historic Park are located roughly 15 minutes west of the city.

Astoria is home to Clatsop Community College and is served by the Astoria School District which offers two elementary schools, a middle school and a high school. The District, in cooperation with Columbia Memorial Hospital, has also constructed a first-class sports complex for community use.



THE CITY

Astoria operates under a council/manager form of government, with a mayor and four council members who each serve four-year terms. The city is comprised of seven departments including Community Development, Finance, Fire, Library, Parks and Recreation, Police and Public Works, and operates on a 2019 budget of \$40 million with approximately 104 full-time employees.

THE DEPARTMENT

Operating on a budget of approximately \$900,000, the Community Development Department is responsible for economic development, land use planning, zoning administration, building inspection, and historic preservation. Astoria's Community Development team has repeatedly earned national recognition for innovative planning and development projects that utilize state and federal grant funds for community improvement. Among these are the redevelopment of a former brown-field site which is now home to a desirable waterfront residential community, redevelopment of the former city landfill which is now home to the new high school football stadium, and railbanking of the former Burlington Northern Railroad right-of-way which now features miles of well-loved riverfront trail and park facilities.

Community Development administers both the City Comprehensive Plan and the Development Code, and provides staff support to three land use commissions—the Planning Commission, Design Review Committee and Historic Landmarks Commission.

Community Development also provides staff support to the Astoria Development Commission, which administers two urban renewal districts—the Astor East District and Astor West District. The Astor East District has resulted in several new businesses, including a multi-screen theater and a restored historic performing arts theater, and has also assisted in redevelopment of several properties including a brewery and a new downtown park. The Astor West District encompasses most of the Port of Astoria and the Uniontown Commercial District and has already resulted in refurbishment of the Maritime Memorial Park and aided the development and redevelopment of several properties.

THE POSITION

Under the direction of the City Manager, the Community Development Director plans, directs and administers all activities related to land use planning, zoning administration, economic development, urban redevelopment, code enforcement, historic preservation and other related operations. The Director also develops, implements, and administers programs and policies to ensure effective development of public and private properties, and fosters positive relationships with the community. The director oversees four employees, including the city planner, building inspector/code enforcement officer, administrative assistant and building permit technician, and is responsible for interviewing, hiring, training, directing and evaluating Community Development staff.



Responsibilities Include:

- Develops and implements programs and projects to support and facilitate economic development in accordance with City Council goals and objectives.
- Participates in community involvement and public review processes and practices.
- Provides staff support and/or represents the City to the Planning Commission, Historic Landmarks Commission, Design Review Committee, Astoria Development Commission, Clatsop Economic Development Resources, Chamber of Commerce and other inter-governmental organizations.
- Prepares staff reports and provides technical support to the Planning Commission regarding zoning and land use requests/issues.
- Develops and makes recommendations regarding the City's Comprehensive Plan and Zoning Ordinance.
- Administers and/or participates in the enforcement of all laws and ordinances governing zoning and land use.

- Recommends programs, techniques and resources to improve the effectiveness of the City and its services with regard to Community Development.
- Maintains and updates land use maps.
- Prepares annual departmental goals and prepares, manages and monitors department budget.
- Provides advice and assistance to the City and the public on availability and applicability of local, state and federal financial assistance programs, and prepares grant applications that include City involvement.
- Provides Community Development information to the public, the media, and other agencies.
- Solves broadly-defined, highly-complex problems– with multiple dimensions and often conflicting objectives–in a highly-visible public setting.

OPPORTUNITIES & CHALLENGES

Community Relationships: The new Director is expected to develop trust and maintain good relationships with not only developers, but with citizens and the local community as well. This will require the Director to be involved in the community, promote transparency, and work to maintain ties with key community leaders and organizations which are critical to support the goals of the Department.



Leadership and Guidance: The Community Development Department is a mix of new employees and long-tenured leadership. The ability to provide equal mentoring will be important as the Department continues to develop a cohesive and functional team. The new Director must have experience with team building and providing guidance to employees.

High Profile Projects: The City Council already has many high-profile projects planned and ready to go. The new Director will be responsible for working with the City Council to assure all projects proceed with ease and in a timely manner.

IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor's degree in planning, resource management, public administration or a related field, and five to seven years of municipal work experience at the supervisory or department head level is required. Candidates must have experience in both current and long-range planning, real estate development, economic development, urban renewal programs, historic preservation, and tax-increment financing. A master's degree in a related field is preferred.

Necessary Knowledge, Skills and Abilities:

- The ideal candidate will be a highly collaborative, solution-oriented individual skilled in establishing and maintaining positive, effective working relationships with a broad range of individuals and organizations.
- Comfortable navigating diversity of opinions, perspectives and ideologies, and is adept at building consensus among stakeholders in order to move forward.



- A natural leader with the ability to guide complex community issues toward resolution based on earned trust and confidence of the community.
- A proactive problem-solver who focuses on opportunities rather than on obstacles.
- Flexible, patient, and has a capacity for managing multiple, complex and often competing tasks to completion.
- Understands the fundamentals of land use planning and regulation, particularly in the Oregon context.
- Recognizes, respects and appreciates the qualities that make Astoria a unique community and has the ability to ensure those qualities are protected and leveraged to greater community benefit.
- Experience working in rural communities and economies.
- Ability to conceptualize, promote and support economic development that builds on the community's strengths while respecting its character.
- Communicates effectively and professionally, both orally and in writing, with individuals and groups, especially with regard to matters that are complex or sensitive in nature.
- Displays excellent presentation, persuasion, and negotiation skills required to work effectively with coworkers and the public, including the ability to remain calm and courteous under pressure.
- Solution-oriented and the ability to work collaboratively in a team environment.
- Technologically proficient and comfortable working with industry-standard software programs that are required for the job.
- Punctual and reliable with regard to attendance and job-related commitments and understands that the role comes with routine after-hours obligations.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

COMPENSATION & BENEFITS

- **\$85,185 - \$103,543 DOQ**
- 90% Paid Medical, Vision and Dental
- Life Insurance
- LTD and AD&D
- 20 Days' Vacation
- 10.5 Paid Holidays
- Sick Leave
- Oregon PERS Retirement
- Voluntary employee contribution to three deferred compensation plans - AFLAC products; additional life insurance; flexible spending benefits.



Please visit:
www.astoria.or.us

The City of Astoria is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 31, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. **To apply online, go to www.prothman.com and click on "submit your application" and follow the directions provided.** Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



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