



## CITY PLANNER

**\$55,899 - \$67,945**

*Plus Excellent Benefits*

*Apply by*

**April 14, 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 motivated individual who can facilitate cooperation and collaboration towards achieving department goals and timelines. This is an excellent opportunity for an experienced planning professional to demonstrate creativity and influence on the future of a dynamic 200-year-old city. 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 Community Development Director, the City Planner is responsible for preparing technical reports, memorandums, supporting information, staff reports for various boards, commissions, and community partners pertaining to program areas. The Planner also conducts research, analyzes, interprets, and packages data for presentations, and develops written reports on assigned projects. The City Planner works with four employees including the Community Development Director, building inspector/code enforcement officer, administrative assistant and building permit technician.

### Responsibilities Include:

- Develops and implements programs and projects to support and facilitate economic development in accordance with City Council goals and objectives.
- Refines and maintains Zoning Ordinance, Comprehensive Plan and Zoning Map.
- Assists in the preparation, implementation, updating and review of ordinances pertaining to planning program areas.
- Reviews development proposals for compliance with City codes.
- Evaluates building permits and sign permits for compliance with City codes.
- Coordinates with Planning Commission, Historic Landmarks Commission, Design Review Committee and other Commission/Committee agendas and attend such meetings.
- Assists in coordinating the development services program, including interdepartmental review, pre-application conferences, and processing of development review applications from intake to close out.

- Independently formulates staff findings and recommendations pertaining to land development requests and community development projects.
- Responds to public inquiries and public agency requests to relate or interpret land use ordinances, policies and procedures.
- Conducts research, gathers and analyzes data and develops written reports on assigned projects.
- Assists in preparation of grant applications and management of grant funded projects.
- Conducts field investigations of violations of land use and land division ordinances and performs follow-up code enforcement.
- Assists Community Development Director on economic development, historic preservation, and urban renewal related projects.
- Independently formulates staff findings and recommendations pertaining to land development requests and community development projects.
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## OPPORTUNITIES & CHALLENGES

**Community Relationships:** The City Planner is expected to develop and maintain good working relationships with all contacts including community partners, developers and citizens.

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

**Fast-Paced Environment:** The City Planner is instrumental in managing and prioritizing a wide range of City projects, keeping projects up to date, and modifying appropriately in response to a fast-paced, ever-changing environment.



## IDEAL CANDIDATE PROFILE

### Education and Experience:

A bachelor's degree in planning or a related field, and 3 years' experience of increasing responsibility in land use planning at a city, county or regional level is required. A master's degree in planning, architecture, historic preservation, or a related field can substitute for one year of experience. A member of the American Institute of Certified Planners or other professional license/certification is preferred.

### Necessary Knowledge, Skills and Abilities:

- Experience defining problems, collecting data, establishing facts, and drawing valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with coworkers/public and including the ability to communicate effectively and remain calm and courteous under pressure.
- Ability to write reports, business correspondence, and procedure manuals, and to effectively present information, respond to questions from

groups of managers, clients, customers, and the general public.

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Specialized computer skills in using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail, and scheduling software.

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.

**Please visit:**  
**[www.astoria.or.us](http://www.astoria.or.us)**



## COMPENSATION & BENEFITS

- **\$55,899 - \$67,945 DOQ**
- 90% Paid Medical, Vision and Dental
- Life Insurance
- LTD and AD&D
- Vacation Leave
- Sick Leave
- 10.5 Paid Holidays
- Oregon PERS Retirement
- Voluntary employee contribution to deferred compensation; AFLAC products; additional life insurance; flexible spending benefits.

The City of Astoria is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 14, 2019** (first review, open until filled). To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "Open Recruitments" followed by the "City Planner – City of Astoria, OR" option, and follow the directions provided.

**PROTHMAN**

**[www.prothman.com](http://www.prothman.com)**

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