



Oregon

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

\$84,240 - \$107,536

Plus Excellent Benefits

Apply by

October 25, 2020

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located on the scenic Oregon Coast, Lincoln City borders the 680-acre Devils Lake and the Coast Range on the east and the Pacific Ocean on the west. Its stunning natural scenery and outdoor recreational opportunities make the city a popular tourist destination. Residents enjoy the perks of small-town life with major urban cities nearby, such as Salem, 58 miles to the east, and Portland, 88 miles to the northeast. Lincoln City is committed to maintaining its character, preserving its charm, and protecting its natural beauty, while growing its economy and enhancing what makes it a special Pacific Northwest coastal town. If you are an experienced planning professional looking for a challenging and rewarding career opportunity in a community well on its way to a bright and exciting future, this is the right position for you!

Incorporated in 1965, Lincoln City has a population of approximately 9,000 which can grow up to 30,000 at peak tourist season. The City boasts 7.5 miles of beautiful, clean sandy beaches, with the Salmon River and Cascade Head to the north and the Siletz Bay National Wildlife Refuge to the south. The city enjoys a mild maritime climate with rain and excellent air quality. The consistent breeze on the beaches makes Lincoln City one of the best places in the world to walk on the beach and fly a kite. Surfing and kite-boarding conditions are also world-class. Residents and visitors also enjoy golfing, hiking, fishing, skiing, rock hunting, bird watching, tide pooling and boating. The Confederated Tribes of the Siletz Indians are an important part of the City's past and present. They own and operate the Chinook Winds Casino, a 24-hour resort which offers gambling, golfing, concerts, a convention center, and restaurants. Lincoln City has a flourishing arts community with several glass blowing shops and a state-of-the-art culinary center that features seasonally inspired cooking and focuses on the abundant foods of the Pacific Northwest. The Lincoln City Cultural Center offers classes in art, dance, music, literature, and theater for all ages. Founded in 1970, the Sitka Center for Art and Ecology fosters creativity, intellectual inquiry, and education.

THE COMMUNITY

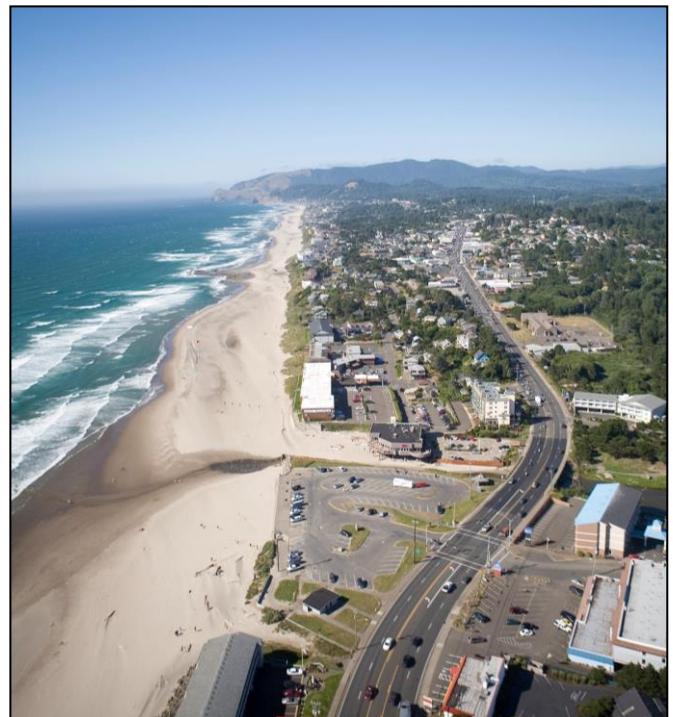
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THE CITY

The City of Lincoln City operates under the Council/Manager form of government. The City Council is comprised of six Council Members elected from three wards and the Mayor is elected at large. They have staggered four-year terms. The annual budget for 2020 is \$64.8 million, including the General Fund budget of \$21.8 million. Roughly 149 FTEs offer a full range of city services, including water, sewer, streets, police, emergency services dispatch, urban renewal, parks and recreation, court, planning and community development, a library, and a tourism promotion department called Explore Lincoln City. Fire/medical services are operated by an overlapping district.

THE DEPARTMENT

Operating on a budget of \$496,733 with 5 FTEs, the Planning and Community Development Department is responsible for land use planning, as well as reviewing applications to ensure compliance with planning and zoning requirements in the Lincoln City Municipal Code. The department also administers the vacation rental dwelling program, floodplain management, and structural and mechanical permitting and inspection services. Additionally, the department advises the Planning Commission and City Council on land use and special projects and assists the public with land-use and building-related questions.



THE POSITION

Under the general supervision of the City Manager, the Planning & Community Development Director oversees the operations of the Community Development Department, including planning, development review, land division, building, and code enforcement, with accountability for results in terms of costs, personnel and methods. The Director supervises department personnel in the performance of their duties directly or through the subordinate supervisor. The Director will serve as a technical advisor to the City Manager and staff relative to Planning and Community Development, assure efficient and economical use of departmental funds, and communicate with the public on community development matters and concerns.

For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

1. Over the course of several years the City has updated numerous planning documents, including facility plans, and now needs to update the Comprehensive Plan which was adopted more than 10 years ago. The City is hopeful that as much of this Comprehensive Plan as possible will be accomplished in-house rather than by contract services. This will be a major priority for the new Director.
2. Another ongoing issue is the conversion and/or development of approximately 500 vacation rentals in the community. Licensing of these units is currently within the jurisdiction of the department.
3. Many of the current employees, including department managers, have long tenures with the City, and the City Manager has been with the City for six years. The City is a stable place to work and is looking for a Director who is interested in a long-term commitment to the community and position.
4. Tourism is the economic focus in Lincoln City, and long-term rental housing can be sparse due to the abundance of vacation rental dwellings that make up the housing inventory. However, an array of delightful homes for sale can be found beachside, lakeside, or hillside, and are in the median price range of \$315,000. Job opportunities outside of the visitor service industry are fewer and farther between. This may be a consideration for anyone relocating to the community with a working spouse.



5. There is a separate Urban Renewal Director who manages economic development activities, housing development and several large parcels of city-owned land that are planned for development. A second Urban Renewal Area is being planned.

IDEAL CANDIDATE PROFILE

Education and Experience:

An equivalent to a Master's degree in Urban Planning, Business or Public Administration or other closely related field and over eight (8) years' experience which includes supervisory responsibilities or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties is required. Any satisfactory equivalent combination of education, experience and training will be considered.

The ideal candidate will have previous experience in both the public and private sectors, meets the education and experience requirements listed above. Knowledge of the local area and AICP certification is also a plus.



Necessary Knowledge, Skills and Abilities:

- Demonstrated skills in planning and community development, management, customer relations and complaint resolution. The Director needs to have experience in working with boards and commissions effectively and making presentations to the City Council.
- Extensive knowledge of community development functions and theories, business/public administration principles and current trends and developments in the Planning and Community Development field.
- Considerable knowledge of supervision, training, and staff utilization principles. Working knowledge of budgetary and accounting processes of department.
- Proven ability to plan, organize, supervise, and evaluate the work of employee as well as engage in intergovernmental relations.
- Excellent human relations, customer service, communication both verbal and written, including public speaking, computer, organization, and time management skills.
- Ability to be visible in the community, and able to effectively interact with businesses and residents in building good community relations.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

**COMPENSATION & BENEFITS**

- **\$84,240 - \$107,536 DOQ**
- Cell Phone Allowance or City-provided cell phone
- Medical, Dental, Vision & Prescription
- 10 Paid Holidays
- Two Weeks' Vacation the first year, additional accruals depending on tenure
- 12 Days' Sick Leave per year
- Oregon PERS—City-paid pension and additional pick-up of 6% IAP member contribution
- City-paid Long-Term Disability Insurance
- City-paid \$50,000 Basic Life Insurance Policy
- Voluntary Additional Supplemental Life and Spouse Life Insurance with guarantee issue amounts
- \$10,000 Voluntary Dependent Life Insurance
- Voluntary Flexible Spending Accounts for qualifying pre-tax medical and dependent care expenses
- Additional Voluntary Deferred Compensation (457(b) Retirement Plans)
- Employee Assistance Program through Cascade Centers
- Community Center Membership for household members
- Tickets at Work (www.ticketsatwork.com)
- Voluntary Pet Insurance
- Voluntary Legal Shield and Identity Shield Coverage
- Voluntary AFLAC Coverage

**Please visit:
www.lincolncity.org**

The City of Lincoln City is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 25, 2020** (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 "**Open Recruitments**", select "**City of Lincoln City, OR – Planning and Community Development Director**", and click "**Apply Now**", or click [here](#). 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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