June 3, 2020
POSITION ANNOUNCEMENT
Community Development Director
City of The Dalles

Closing Date: Open Until Filled. First review July 6, 2020

DEFINITION: Lead all department staff in completion of department goals. Direct
work assignments of department staff and review completed work for accuracy and
thoroughness. Provide direction and feedback on work performance of assigned staff.
Provide professional advice/recommendations to the City Manager. Serves as part of the
City Leadership Team.

(For a complete list of responsibilities see job description and brochure attached to the job
announcement on the City web site)

QUALIFICATIONS: Any equivalent combination of education and experience which provides the applicant
with the knowledge, skills, and abilities required to perform the job. A typical way to
obtain the knowledge and abilities would be:

Education: A degree in urban planning or a related field from an accredited
college.

Experience: Five years of progressively responsible planning, community
development or five years of administrative experience in a related
position.

LICENSES OR CERTIFICATES: Valid driver’s license required, AICP
Certification preferred.

PAY: $83,286.26 to $102,431.59 annually, plus generous benefit package that includes
medical, dental, vision and retirement contributions of 13.5% of base wage after one year
of employment.

APPLY:
To view the position description and apply, go to:
https://thedalles.applicantpro.com/jobs/
For more information contact, Daniel Hunter, Human Resources Director at
(541) 296-5481 x8 or DHunter@ci.the-dalles.or.us

EEO/AA
COMMUNITY DEVELOPMENT DIRECTOR POSITION AVAILABLE
About The Dalles

The City of The Dalles, Oregon, is situated in the north-central part of the state of Oregon on the Columbia River, the nation's second largest river. It is the county seat and the largest community in Wasco County (pop. 14,820). The Dalles is one of Oregon's most historical cities and was known earlier in its history as the town at the end of the Oregon Trail. The city was first incorporated by the Oregon Territorial Government in 1857 as “Dalles City” and was made the county seat shortly thereafter. The Dalles served as the decision point for early pioneers to either continue down river, or go overland via the Barlow Trail.

About The Department

Mission
"PREPARING FOR THE FUTURE” a long-standing mission carried out for the benefit of this community's citizens and future generations through:

- Responsive, accurate, consistent, helpful and honest service to our citizens and customers.
- Aggressively pursuing meaningful citizen involvement in all planning endeavors.
- Active staff support for our citizen volunteers serving on the Planning Commission, Historic Landmarks Commission, Urban Renewal, and Ad Hoc Committees.
- Determined implementation of adopted plans, programs and policies.
- Helping to foster a climate of cooperation among City personnel, local citizens, special interest groups, and State and Federal agencies.

Description

The Community Development Department is responsible for:
- Current and Long Range Planning within the entire Urban Growth Boundary
- Right-of-Way Coordination
- Historic Landmarks
- Urban Renewal
- Economic Development
- Other special projects as assigned

The Dalles enjoys a moderate and stable economy with median household income at $47,254 and a current median home list price of $249,900. The median age in The Dalles (2017 est.) is 39 years of age. The community is 49.2% male; 50.8% female; 76.6% Caucasian and 17.8% Hispanic/Latino.
About The Position

This position provides professional land use planning and economic development services for the City of The Dalles.

The Community Development Director is a member of the City’s Leadership Team. The Director supervises five personnel within the Department including:

- Department Secretary
- Senior Planner
- Associate Planner
- Planner
- Codes Enforcement Officer

The Director also serves as the Manager of the Columbia Gateway Urban Renewal Agency.

Lead all department staff in completion of department goals. Direct work assignments of department staff and review completed work for accuracy and thoroughness. Provide direction and feedback on work performance of assigned staff. Provide professional advice/recommendations to the City Manager.

Conduct current and long range land use planning within the Urban Growth Area. Direct and supervise staff on permit processing, development plan review and land use code enforcement.

ESSENTIAL JOB FUNCTIONS:

Perform all departmental budget and administrative responsibilities. Assists the City Manager and various other City departments to develop administrative programs, policies, and work programs. As assigned, serves on committees relative to planning issues and acts as project coordinator for other projects. Serves as lead staff person in all matters pertaining to the Columbia River Gorge National Scenic Area. Researches and recommends programs. Serves as Urban Renewal Manager.

ABILITY TO:

Perform essential job functions with or without reasonable accommodations. Work with computers, cameras, GIS, and office equipment. Interpret rules and regulations pertaining to planning and municipal government and ability to communicate effectively both verbally and in writing. Represent the City before governmental and public groups on matters pertaining to land use planning and urban renewal. Develop and maintain effective relationships with property owners, development interests, other governmental agencies and the general public. Manage and develop staff to achieve their fullest potential in a positive environment.

KNOWLEDGE OF:

The principles and practices of land use planning, zoning grant management, budget development/administration, and urban renewal administration. Understanding of building construction and infrastructure planning.
Position Qualifications

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities is:

An undergraduate degree in urban planning or a related field from an accredited college and five years of progressively responsible planning, community development experience in a related position.

Valid driver’s license required, AICP Certification preferred.

THE DALLES COMMUNITY DEVELOPMENT DIRECTOR

Compensation & Benefits

The City provides medical, dental and vision to all full-time regular employees. Premiums are paid at 100% for employees and 85% for dependents. There are two medical plans to choose from; if the employee selects the medical plan the lower premium the City splits the savings with the employee 50/50. The employee portion is deposited into an HRA/VEBA account to be used for medical expenses. After one-year of employment the City contributes the employer and employee portions of retirement at 13.5% of base salary. The City also provides dental and vision plans with the same premium contributions as medical 100% for employees and 85% for dependents.

The salary for range this position is $83,286.26—$102,431.49 annually. New hires typically start in the $83,286.26 to $88,358.39 range. This position also receives 7 Executive Leave days and 2 personal holidays per year. Sick leave and vacation accrue at 8 hours per month.

(for more information on benefits, contact Human Resources)

TO BE CONSIDERED

To be considered for this position, submit your cover letter, comprehensive resume, and five professional reference at: https://thedalles.applicantpro.com/jobs/ Qualified candidates will receive a request to complete an application. First review July 6, 2020. Open until filled.

To receive Veteran’s Preference, attach a copy of form DD-214 and VA Letter confirming Service Connected Disability if appropriate.

Questions?

Contact Daniel Hunter, Human Resources Director at (541) 296-5481 x8 DHunter@ci.the-dalles.or.us

City of The Dalles
313 Court Street
The Dalles, Oregon 97058

The City of The Dalles is an EEO/AA Employer and complies with ADA/ADAAA
POSITION DESCRIPTION

TITLE: Community Development Director

DEPARTMENT: Community Development

REPORTS TO: City Manager

SUPERVISES: Department Staff

DUTIES: Duties of the Community Development Director include:

Lead all department staff in completion of department goals. Direct work assignments of department staff and review completed work for accuracy and thoroughness. Provide direction and feedback on work performance of assigned staff. Provide professional advice/recommendations to the City Manager. Serves as part of the City Leadership Team.

Conduct current and long range land use planning within the Urban Growth Area. Direct and supervise staff on permit processing, development plan review and land use code enforcement.

In coordination with the Public Works Director, manage Local Improvement Districts. Ensure development within the Urban Growth Area and Zones designated as Historic comply with City Code and State law.

Reviews and approves changes or amendments allowed by City code and State law for administrative approval. Review and approve requests for annexation. Make recommendations on changes to the City Comprehensive Plan, Land Use Development Ordinance and other ordinances related to land use. Provide oversight of agendas for the Planning Commission, Urban Renewal Agency and Historic Landmarks Commission.

Write and issue Requests for Proposals for consulting services when needed. In coordination with the Finance Director, apply for grant funding for special projects or initiatives to complete assigned work. Coordinate with consultants, Wasco County Planning and Oregon Land Conservation & Development when appropriate. Provide and support economic development by leveraging incentives from all levels of government and private sector.

Represent the City and Department before the City Council, Planning Commission and Historic Landmarks Commission personally or through assigned staff. Serve as Manager of the Columbia Gateway Urban Renewal Agency. May serve on other committees as appropriate to the position.

Prepare the Community Development Department annual budget and the Urban Renewal Agency annual budget. Present the Department Budget to the Budget Committee and City Council. Present the Urban Renewal Budget to the Budget Committee and Urban Renewal Board. Manage expenditures of adopted budget in a fiscally responsible manner.
manner. Make recommendations for staffing changes to the City Manager and coordinate all personnel changes with the Human Resources Director.

**ESSENTIAL JOB FUNCTIONS:**
- Perform all departmental budget and administrative responsibilities.
- Assists the City Manager and various other City departments to develop administrative programs, policies, and work programs.
- As assigned, serves on committees relative to planning issues and acts as project coordinator for other projects.
- Serves as lead staff person in all matters pertaining to the Columbia River Gorge National Scenic Area.
- Provide economic development assistance
- Researches and recommends programs.
- Serves as Urban Renewal staff.

**OTHER JOB FUNCTIONS:** Perform other related duties as assigned.

**WORKING CONDITIONS:** Duties are performed primarily in an office setting and there is limited exposure to outside elements.

**ABILITY TO:**
- Perform essential job functions
- Work with computers, cameras, GIS, and office equipment.
- Interpret rules and regulations pertaining to planning and municipal government and ability to communicate effectively both verbally and in writing.
- Represent the City before governmental and public groups on matters pertaining to land use planning and urban renewal.
- Affluent in public speaking.
- Develop and maintain effective relationships with property owners, development interests, other governmental agencies and the general public.
- Manage and develop staff to achieve their fullest potential in a positive environment.
- Knowledge of the principles and practices of Oregon land use planning, urban planning, zoning and land use regulations, grant development, budget development/administration, and urban renewal administration.
- Understanding of building construction, transportation systems development, land development and regulation practices.

**QUALIFICATIONS:**
Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

**Education:** A degree in urban planning or a related field from an accredited college.

**Experience:** Five years of progressively responsible planning, community development or five years of administrative experience in a related position.
**LICENSES OR CERTIFICATES:** Valid driver’s license required, AICP Certification preferred.