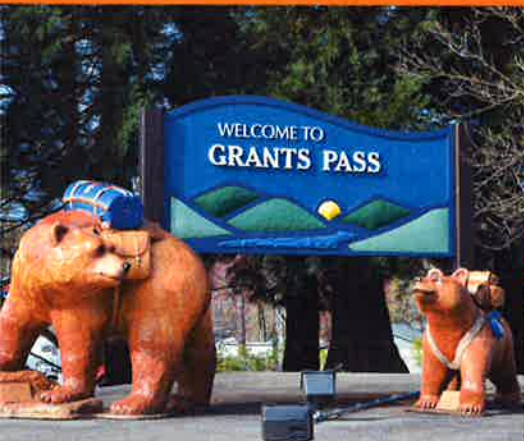


Exciting Employment Opportunity: **Community Development Director**

We are Community. We are Grants Pass.



WWW.GRANTSPASSOREGON.GOV



PLANNING | BUILDING | ECONOMIC DEVELOPMENT | PARKS & PROPERTY MANAGEMENT



OUR COMMUNITY:

Located in Josephine County, Oregon, Grants Pass is the County seat and largest city with an estimated population of just over 37,000. Grants Pass has a colorful past forged by the Native Americans, trappers, loggers, gold panners, celebrities and writers who were attracted to the area for its resources and scenery. Today, Grants Pass is a beautiful community with a "hometown" feeling, encompassing 7,475 acres of land. The City serves as the major commercial, cultural, and economic center for a County population of 86,000. To learn more about our beautiful area visit www.grantspassoregon.gov and www.travelgrantspass.com.

OUR ORGANIZATION:

The City of Grants Pass is a High Performance Organization that has a well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

IDEAL CANDIDATE:

The ideal candidate is a collaborative team player with strong leadership and communication skills, with experience working in an engaged community.

The Director of Community Development works closely with all other City departments. A close working relationship between departments is beneficial in serving the City's internal and external customers as efficiently as possible. As a result, it is essential that the Director of Community Development have a working knowledge of urban planning, economic development, parks and a wide array of municipal functions. The ideal candidate will have exceptional management, interpersonal, and communication skills, with a hands-on and proactive approach to addressing a broad range of urban planning and development related challenges. The successful candidate will be a strategic and innovative thinker with a keen understanding of Oregon planning laws, who is comfortable operating in a dynamic planning environment. This requires a visionary and proactive leader in the field of planning, with the ability to facilitate discussion and collaboration between elected officials, and who feels comfortable and at-ease serving an active and involved citizenry. Acting as a facilitator and with a collaborative leadership style, the Director of Community Development will welcome input and debate. Additionally, the Director will promote community meetings and other forms of civic engagement in the review and evaluation of planning and community development proposals and will endeavor to operate in an open-government manner. The Director will also be a positive influence on day-to-day operations, have a "can-do" attitude, and will be comfortable with a hands-on approach to all aspects of departmental procedures. The ideal candidate will have a natural interest in mentoring and guiding staff in delivering high quality customer service, having patience to not only explain strategy and procedures but also explaining how to effectively and efficiently achieve City-established goals with a pro-active approach versus a reactive response.

This position requires a bachelor's degree from an accredited college or university with major coursework in urban planning or a related field and five years of directly related departmental or administrative management experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. A master's degree is preferred. The Director must be able to obtain and maintain a valid driver's license for the State of Oregon.



THE DEPARTMENT:

The Community Development Department includes the Planning, Building & Safety, Parks & Property Management and Economic Development divisions.

The *Planning Division* strives to manage quality growth through the implementation of plans and City regulations, and to achieve the long-term goals and vision of building a healthy, vibrant community for all the citizens of Grants Pass. The Division provides staffing for the Historical Buildings and Sites Commission, the Urban Area Planning Commission and City Council on a variety of planning applications. Staff provides support for other citizen and technical steering committees such as the Bikeways/Walkways Committee, the Middle Rogue Metropolitan Planning Organization Technical Advisory Committee, the Solid Waste Agency, Housing Advisory Committee, and the Urban Renewal Agency.

The *Building and Safety Division* aims to effectively administer Oregon building codes and local ordinances to ensure public health, safety and welfare, and to provide professional services to our customers. Staff enforces Oregon's Building, Mechanical, Plumbing, Fire and Electrical Codes through the review of plans for building permits and inspection of those projects. In addition, the Division provides information, education and enforcement of codes to tenants, builders and property owners as a public service.

The *Economic Development Division* advocates for and promotes the development of a vibrant business culture within the City by assisting business enterprises and proactively facilitating and maintaining positive, effective working relationships, between the City of Grants Pass business community, City staff, City departments and other organizations, through collaboration and communication.

The *Parks & Property Management Division* provides a safe, interconnected, and sustainable system of vibrant parks, thriving green spaces, and quality recreation opportunities that enhance our community and its economic vitality.

Parks staff implements the Comprehensive Parks and Recreation Plan by maintaining and expanding park and recreation facilities in the City. Staff manages the care of Caveman Pool, the Recreation Program, and the Urban Forest Program. They also provide support to the Urban Tree Advisory Committee and the Parks Advisory Committee.

Property Management staff manages and improves City buildings and properties, infrastructure, and vacant lands in a manner which strives for safety, efficiency, aesthetics, and sustainability. Staff provides management and maintenance of buildings and properties. Services include building and workspace improvements and renovations, meeting set-ups, storage, janitorial services, and grounds maintenance. Staff also provides management of rentals and vacant lands for parks and the general fund, as well as management of downtown public areas.

COMPENSATION:

The City offers an annual salary range of \$102,218 - \$129,339 DOE

BENEFITS:

- ◆ Oregon PERS with the City paying the employees 6% IAP contribution
- ◆ Medical, dental & vision insurance with the City paying 92.5% of the premium
- ◆ Life insurance one-time the annual salary and Long Term Disability

LEAVE TIME:

- ◆ Holidays: 10 paid & 1 floating personal day annually
- ◆ Administrative leave: 2 paid days per quarter for use
- ◆ Vacation: 120 hours accrued annually 0-35 months increasing to 160 hours at 36 months
- ◆ Sick Leave: 96 hours annually with no maximum accrual

RECRUITMENT PROCESS:

Interested candidates may apply online at www.governmentjobs.com/careers/grantspassor

Questions may be sent to: humanresources@grantspassoregon.gov or give us a call at 541-450-6050

Filing Deadline: Monday, February 24, 2020 at 5:00 p.m.

Assessment Process: Friday, April 3, 2020

The successful candidate must pass a full background investigation and drug screen

Anticipated Start Date: June 1, 2020

City of Grants Pass | Human Resources
101 NW A Street
Grants Pass, OR 97526



APPLY ONLINE:

Interested candidates may apply online at:
www.governmentjobs.com/careers/grantspassor

Questions may be sent to:
humanresources@grantspassoregon.gov or give us a call at 541-450-6050