

# PLANNING MANAGER - LONG RANGE COMMUNITY DEVELOPMENT DEPARTMENT

**SALARY RANGE:** \$68,847 - \$92,272 annually, DOQ

**CLOSING DATE:** Open Until Filled - FIRST REVIEW OF APPLICATIONS: MAY 25, 2016

The City of Beaverton, recognized as one of the 100 best places to live in America, is seeking a Planning Manager to lead the activities and staff of the Long Range Planning section of the Planning Division. This position also directs complex planning projects and programs and has supervisory responsibilities for staff and consultants.

## **ABOUT THE JOB:**

Beaverton is a first tier suburb in the Portland Metro region and is at a point where it will rely more on urbanization of newly annexed areas and redevelopment in the city's core area for growth in the community. The city is approaching a population of 100,000 with a strong economic base driven by regional employers such as Nike, Intel, Tektronix, and others. The City is looking for an individual who will be able to lead long range planning and City staff in developing policy and implementation plans for this new phase of Beaverton's development. Key projects and leadership issues for this position will be:

- Develop urbanization policy and implemental strategies to guide the city's growth and annexations
- Help guide development of urban design and urban design policy development of the city, especially in the core area
- Oversee district planning efforts such as the Western Avenue Employment Area Strategy (underway) and the Creekside District Master Plan (adopted 2014)
- Assist the Planning Division Manager with intergovernmental coordination
- Supervise the long range planning team and manage the team's work plan
- Update the city's Comprehensive Plan and implementation of Plan policies
- Coordinate/collaborate closely with the Current Planning Manager and Division staff

If you are:

- A person with professional integrity who thrives to provide excellent customer service and collaboration as a key guiding principle in your career
- A strong manager with excellent communication, organization and mentoring skills
- Excited about leading complex planning projects guiding our community's future
- Experienced in incorporating urban design principles in policy documents and decisions
- Committed to developing and maintaining strong intergovernmental and professional relationships and working with public engagement efforts
- A problem solver who is able to see and understand the "big picture" and provide a balanced perspective to potentially competing interests
- Someone that enjoys working with a wide range of community, business and civic leaders

Then, the City of Beaverton encourages you to apply for this Planning Manager position.



[www.BeavertonOregon.gov](http://www.BeavertonOregon.gov)



## ESSENTIAL FUNCTIONS OF THE JOB:

- Provide direction and set a personal example for excellent customer service and collaboration
- Develop, review, approve and implement division work plans, services, policies, procedures, and reports
- Actively promote and support diversity in the workplace
- Provide clear and effective verbal and written communication skills to a wide audience on complicated policy issues and choices
- Possess strong interpersonal skills to work with a wide variety of people
- Have the ability to carry multiple complex projects at one time and to calmly handle stress
- Supervise, mentor and motivate staff
- Exhibit leadership to staff, work teams and fellow employees
- Regular attendance at meetings and public hearings, some of which are outside regular working hours
- Use of a computer and compose materials for publication related to land use issues and applications

## TO QUALIFY:

Bachelor's degree in urban planning, geography, public administration, landscape architecture, urban design, architecture, or related field is required and a Master's degree is highly desirable. Also required is at least six years' progressively responsible experience in city, county, or regional planning, including two years in a supervisory or lead role.

Qualifications for this position also include advanced knowledge of the principles and practices of urban planning, legal standards and procedures affecting land use planning, extensive experience in developing Comprehensive Plan, Community Plan, and/or Area Plan policy. Extensive experience in leading successful public engagement processes. Experience in developing and implementing urban design guidelines and programs into long range planning documents and decisions is highly desirable. Knowledge of Oregon State regulations and legislation and the Metro Code and Titles are highly desirable. The ability to work with computers and associated software packages, effectively make oral presentations, write clear and concise reports, and work effectively with co-workers, public officials and the general public.

Requires possession of a valid driver's license and the ability to meet city driving standards; possession of American Institute of Certified Planners (AICP) Certificate desirable.

## HOW TO APPLY:

All interested qualified individuals may apply by submitting a cover letter and resume with salary history to the Human Resources Department. Please email documents (in PDF or similar format) to [HRjobs@BeavertonOregon.gov](mailto:HRjobs@BeavertonOregon.gov).

## VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.

## DEADLINE:

Open until filled; first review of applications on May 25, 2016. Please check the city's website for status.