



PLANNING DIVISION MANAGER

\$79,465- \$106,479

Plus Excellent Benefits

Apply By

May 6, 2016

(First Review, Open Until Filled)



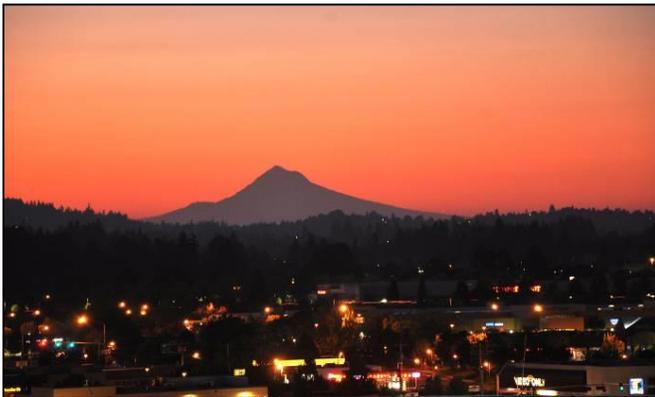
WHY APPLY?



Beaverton is one of the most beautiful and livable areas of the Pacific Northwest. Nestled between the vibrant city of Portland and the green farm fields of Western Washington

County, Beaverton offers a strong business environment and the attractions of a large metropolitan area, but still has a home-town feel. Beaverton's business core is growing and residents enjoy a wide variety of cultural and recreational opportunities, an award-winning parks district, high-achieving schools and a community-oriented government.

If you are a progressive and innovative planning professional looking for a challenging and rewarding career opportunity in an amazingly beautiful place to live, then this is the job for you!



THE COMMUNITY

Located in the heart of the Tualatin Valley, midway between majestic Mt. Hood and the spectacular Oregon coast, Beaverton combines the best of the energy of a big city and peaceful surroundings of a country setting. Beaverton is the sixth largest city in Oregon and is home to a population of approximately 94,000.

Beaverton lies seven miles west of downtown Portland in the heart of the "Silicon Forest", the economic lifeblood of the region. Some 300



high tech companies are located here, including the headquarters of global companies like Nike and Tektronix.

Beaverton is known for its quality neighborhoods, great parks and schools and strong economic base. There is a wide variety of housing stock, ranging from single-family houses on quiet cul-de-sacs to urban-core condominiums near shops and light rail transit stations. Beaverton offers a variety of family activities and amenities including the region's largest farmers market, a new library, more than 100 parks, bike paths and hiking trails. It is also conveniently located within an hour's drive of popular natural resources, including the Oregon coast, Mt. Hood and the Columbia River Gorge.

Nationally acclaimed for their students' high SAT scores, Beaverton schools have formed strong partnerships with area businesses. Several highly regarded private schools as well as some of the region's best state and private universities and community colleges are also located within 30 miles of Beaverton.

THE CITY

The City of Beaverton was incorporated in 1893 and operates under the provision of its own charter and applicable State law, with a Mayor-Council form of government. The city has a total of 530 regular employees, 59 of whom are part-time. In addition, the city employs up to 100 temporary employees and seasonal workers.

Employees work out of multiple facilities located throughout the city within the following departments: City Attorney's Office, Community Development Department (including building, planning, development, transportation planning, and economic development), Finance (including municipal court, information systems, and web services), Human Resources, Library (main and branch), Mayor's Office (including arts and culture, emergency management, property and facilities, code compliance, mediation services, regraphics, solid waste and recycling, and strategic initiatives), Police, and Public Works (including operations and engineering).



Management employees are non-represented. Non-management employees are represented by one of two bargaining units: Service Employees International Union or Beaverton Police Association. Both contracts were successfully negotiated in 2015 and extend through June 30, 2018. The city prepares an annual budget in accordance with the Oregon Local Budget Law. Adopted expenditures for FY 2015-16 are \$191,591,398.

THE DEPARTMENT & POSITION

The Planning Division is located in and is a key team within the Community Development Department (CDD). The Planning Division Manager will lead a staff of 14 talented planners and will oversee current planning, long-range planning and urban design at this exciting point in the civic life.

As a first-tier suburban community, the city is poised to enhance its vitality and livability through revitalizing its downtown core and maintaining and growing its wonderful neighborhoods. The city is experiencing growth through urban expansions which require community planning. Beaverton's employment areas are also poised to take advantage of locational amenities and become more competitive with the central city.

The Planning Division Manager is an important senior member of the CDD Management Team. Other CDD divisions include: Building, Transportation Planning, Development (urban renewal and housing), Economic Development, and Administration. The department's management culture encourages coordination and cross-divisional teamwork to accomplish the department's mission.

Duties of the Planning Division Manager include:

- Manage and develop staff to achieve their fullest potential in a positive environment
- Develop and maintain effective relationships with internal staff and external partner agencies
- Administer the city's Comprehensive Plan and Development Code
- Identify and lead new planning initiatives
- Oversee all planning functions, including establishing a strong working relationship with the Planning Commission
- Represent city interests on regional committees and at professional organizations
- Work effectively with citizens, community and business leaders, and elected officials
- Serve as a policy advisor on a range of public policy topics
- Serve as a leader in the department and occasionally serve as acting Director
- Prepare annual division budget



CHALLENGES & OPPORTUNITIES

This position plays a key role in driving major city initiatives, works closely with Community Development Division Managers and provides senior level planning advice to the CDD Director, Mayor, Council and Planning Commission.

Main challenges of the position today are:

- Transitioning the division to put more focus on urban design and long-range planning while maintaining an efficient current planning system in this heavy workload environment
- Updating the development code to be responsive to changing adopted plans and visions, changes to the economy and development industry and community desires
- Participating and supporting the development review process initiative to create a streamlined, single-development process within the city

Main opportunities of the position today include:

- Leading and shaping a team of solid staff to achieve city's visions and plans at this exciting point in the city's history
- Drive a future-thinking planning agenda for the community which facilitates livability and development of high-quality neighborhoods and employment areas

- Guide planning efforts to create a true urban core in the historic downtown and emerging Creekside area
- Bring more urban design understanding and focus to the development process to ensure that community values are achieved through redevelopment activities

IDEAL CANDIDATE

Beaverton is seeking a proven manager and leader – a mentor, motivator and positive leader with effective teamwork skills who actively practices and models these skills. It is critical that this person:

- Have strong communication skills and the ability to present complex topics and ideas
- Be a strategic thinker with an ability to prioritize and guide work programs to achieve goals
- Have the ability to think conceptually as well as have deep analytic skills
- Have land use planning skills and knowledge, preferably with some Oregon land use experience
- Have deep knowledge of principles and practices of both current and long-range planning, including experience working on comprehensive plans, community plans, district plans, code writing and land use application processing
- Be a problem-solver to reach solutions and provide strong customer service
- Have experience/education in urban design and/or architecture is desirable

EDUCATION & EXPERIENCE

This position requires a Bachelor's degree in planning, geography, public administration, landscape architecture, or related field, and 8 years progressively responsible experience in land use planning, including 2 years in a supervisory or lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. A Master's degree and AICP preferred.

COMPENSATION & BENEFITS

- **\$79,465- \$106,479 salary** (DOQ)
- Health, dental, vision for employee and family currently paid at 100% HMO or 95% PPO by the city
- Oregon Public Employees Retirement System (city currently pays employee & employer contribution)
- Paid Time Off, Medical Leave, Paid Holidays
- Life Insurance, Long-Term Disability & AD&D
- Tuition reimbursement
- Annual TriMet Pass
- Wellness program

www.BeavertonOregon.gov

The City of Beaverton is an equal opportunity employer. All qualified candidates are strongly encouraged to apply by **May 6, 2016** (first review, open until filled). Cover letter and resume with salary history must be submitted for this position. Please email documents (in PDF or similar format) to HRjobs@BeavertonOregon.gov.

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.

