



JOB ANNOUNCEMENT

2016-004

Limited Duration

Associate Planner - Temporary

Planning Department

Part-Time (20 hours week) / Limited Duration / Non-exempt / Non-Represented

This position is temporary and not anticipated to exceed four (4) months

SALARY: \$32.27 Hour

OPENS: February 19, 2016

CLOSES: Open until filled – Initial applications will be reviewed on February 26, 2016.

APPLY TO: Human Resources – City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-4280
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

This position is limited duration, not to exceed four (4) months. Performs general professional planning work in development review, zoning administration, and other land use planning functions. Prepares and makes reports and presentations. **MANDATORY REQUIREMENTS:** Broad knowledge of planning concepts, principles, techniques and practices. Considerable knowledge of laws, codes, rules, regulations and ordinances applied to land use planning, legal descriptions. Ability to comprehend and interpret land use laws, rules and regulations; communicate effectively both verbally and in writing; prepare clear and concise reports; prepare tables and maps. Equivalent to a Bachelor's degree in planning, geography, architecture, urban studies, or related field; and two years of professional planning experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. **DESIRABLE REQUIREMENTS:** Development review.

APPLICATION MATERIALS

Application materials must be completed and received by the Human Resource Department on or before the closing date. Electronic copies are accepted with a signature.

Applications may be obtained at: <http://www.sherwoodoregon.gov/hr/page/city-employment-application> or requested by mail by calling Human Resources at (503) 625-4201.

SELECTION PROCESS

A City application will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background and drug test.

NOTIFICATION

Applicants that are not selected will be notified by phone or mail once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.