



JOB ANNOUNCEMENT 2017-003

Associate Planner Planning Department

Full-Time / Non-exempt / AFSCME Represented

SALARY RANGE: \$25.39 - \$32.50 Hourly
PLUS 6% City paid PERS

OPENS: February 3, 2017

CLOSES: February 27, 2017

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

The City of Sherwood is currently recruiting for an Associate Planner to perform general professional planning work in development review, zoning administration, and other land use planning functions.

Examples of Essential Work:

Prepare and make reports and presentations. Draft policies and ordinances as necessary. Interpret ordinances, zoning regulations and other city, county, state and federal regulations relating to zoning, subdivision and development issues. May draft Comprehensive Plan goals and policies, and ordinances for review by others. Respond to inquiries from the general public regarding rules and procedures for land use, land development and zoning, and general city development policies and procedures. Conduct pre-application conferences with potential applicants, providing information about the development process regarding: site plan review, subdivisions, planned unit developments, conditional uses, variances, minor land partitions, lot line adjustments and rezoning.

Other Responsibilities Might Include:

Perform field investigations and gather, analyze, interpret, and report on various land use and land characteristic data regarding land use applications; take photographs. Perform code review of development proposals and determine whether applications satisfy development regulations. Research, prepare and present staff reports and findings on various land use applications for Hearings Officer, City Council and Planning Commission. Prepare for and attend meetings, provide technical information and advice, perform resulting follow-up and research as necessary. Prepare maps, charts, posters and/or slides for presentations and public hearings.

JOB REQUIREMENTS AND DESIRABLE QUALIFICATIONS

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 QUALIFICATIONS: Experience with Development Review and Geographic Information Systems (GIS).

APPLICATION AND SELECTION PROCESS

To apply, submit a completed City Application, cover letter and resume, to the Human Resources Department on or before the close of business on the closing date. Electronic and faxed copies are accepted with a signature. Application materials will be used to select the top candidates for interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background check.

Applications may be obtained at: www.sherwoodoregon.gov or requested by mail by calling Human Resources at (503) 625-4201.

VETERANS' PREFERENCE:

It is the policy of the City of Sherwood to grant hiring and promotion preference to qualified veterans and disabled veterans in accordance with ORS 408.230, at each stage of the application and interview process. To claim veterans' preference in hiring, please complete the Veterans' Preference form provided with the City Application packet, and submit it with the required documentation at the time of application.

NOTIFICATION

Due to staffing limitations and the large number of applications we receive, we are unable to confirm receipt of specific applications or notify individuals of the status of their application. To find out the status of the position, please call Human Resources at (503) 625-4201.

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