

Community Development Director



Executive Recruitment for:
City of Sherwood, Oregon



ABOUT SHERWOOD

Sherwood, Oregon is a welcoming community with residents who enjoy the quality of life afforded by the picturesque surroundings, economic opportunities and community engagement. This rapidly growing city is part of the Willamette Valley known for its delectable Pinot Noirs and is surrounded by the Tualatin and Chehalem Mountains.

A city of more than 20,000 people call Sherwood home and Washington County has approximately 450,000 residents. This county's communities serve as great places to raise families for those working in Portland as well as neighboring employment centers in the silicon forest that makes up the metro region.

The City provides a full range of services: public safety; library; construction and maintenance of streets, parks, and utility infrastructure; recreational activities and cultural events; current and long-range planning; development review; building permits; and construction inspection. Sherwood owns and operates a water system and, jointly with the City of Wilsonville, a water treatment plant. The City also owns and operates the sanitary sewer and stormwater collection facilities with treatment provided by Clean Water Services, a regional services district. Sherwood Broadband is expanding its' services in the area as well.

Senior services are provided by the City in the Marjorie Stewart Senior Center. Fire protection is provided by TVF&R, a regional special district. Electricity, phone, and trash disposal are provided by private businesses. Sherwood is part of School District 88J.

Sherwood has an Urban Renewal Agency (URA) which undertakes projects in the designated Urban Renewal District. The URA is a distinct municipal corporation and its budget is separate from the City of Sherwood.

Economic Development projects proposed, underway or recently completed include:

- 99W Pedestrian Bridge
- Adoption of 2021 Urban Renewal Area (URA)
- Design of Ice Age Drive
- Development of Tonquin Employment Area (TEA)
- Sherwood West Urban Expansion Area

Major Employers:

Wal-Mart Stores Inc.

Safeway #1800

NW Natural Gas

PPM Technologies Holdings LLC

PNW Flatwork dba Fettig

Treske Precision Machining

First Student, Inc.

Pride Disposal Company

NSI/Nuance Systems

Langer Operations LLC

LAM Research

DWFritz

How does this role make a difference?



BE A LEADER FOR BUILDING A SAFE, RESILIENT AND SUSTAINABLE COMMUNITY AS THE NEXT COMMUNITY DEVELOPMENT DIRECTOR!

The City of Sherwood's Community Development Department (CDD) partners with residential and commercial customers to provide guidance and assistance throughout the design, build and project review process. In each of the efforts, we are committed to ensuring our residents' safety, facilitating the construction of reliable and sustainable communities, and preserving our city's uniquely beautiful natural resources.

CDD is a high performing governmental organization focused on the development of quality, affordable, and a safe community. Its services include comprehensive planning and implementation, land use, drafting and implementing codes, code enforcement, permitting and economic development. The Department has four main divisions: Building, Planning, Economic Development and Administrative and Permit Services.

The City of Sherwood is seeking an experienced leader to join the executive management team as the Director for its Community Development Department (CDD). As the work of the department grows in parallel to the growth of the City of Sherwood, the Director will provide additional leadership and oversight to meet the needs of the community and City government.

The CDD Director will provide strategic oversight and leadership to the long-range planning and development services, and economic development sections. The successful candidate will report to the City Manager, work with other City leadership as well as lead the CDD management team which includes the Building Official who oversees the Building Department and includes Code Compliance, and the Economic Development Manager. This position is perfect for a hands-on leader who seeks a challenge, values public service, and who wants to make a visible and lasting impact on the local community.

The City of Sherwood is poised to grow in the coming decades. This growth comes with the need to responsibly address infrastructure needs, and ensure high quality livability is maintained while providing opportunities for economic development and affordable housing. The new Director will be partnering with external and internal stakeholders to recommend to the City Manager and/or the City Councilors ways to address some of the department's key challenges, and to take advantage of its opportunities.

The Community Development Director.....

- Assumes full management responsibility for all Community Development Department services and activities including current and long-range planning, building inspection and code compliance, plan review, permit processing, and economic development.
- Manages and participates in the development and administration of the department's annual budget, including capital projects and Public Works Infrastructure projects; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Administers, interprets and ensures compliance with Community Development codes; ensures compliance with Federal, State, and local laws, ordinances, rules and regulations; drafts code provisions or amendments to correct deficiencies or effect compliance with new laws or regulations; develops comprehensive plans to satisfy future needs for department services.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets department programs, policies, and activities; negotiates and resolves complex and controversial issues.
- Participates and makes presentations to the City Council, Planning Commission and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development and other types of public services as they relate to the area assigned.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.



Education and Experience:

- This position requires a bachelor's degree from an accredited four-year college or university with major coursework in community development, planning, economic development, engineering, public administration, or a related field; AND
- Five (5) years demonstrated experience in community development, planning, economic development, engineering or public administration or related field; including two (2) years in a supervisory or management capacity.

Preferred Qualifications: Master's Degree and/or an American Institute of Certified Planners Certification (AICP).

Compensation and Benefits:

- Salary range of \$122,283.20 to \$155,064.00 annually
- Flexible schedule
- Generous PTO accruals per month
- Accrual of employee sick leave
- Nine paid holidays per year
- Oregon Public Employees Retirement System (PERS)
- Health, dental, vision, prescription and mental health benefits
- Life and accidental death and dismemberment insurance coverage
- Health reimbursement account
- Additional voluntary benefits including retirement accounts, insurance and flexible spending accounts



[Please apply online here.](#)

For more information contact:

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503-625-4201

The City of Sherwood is an Equal Opportunity Employer and values diversity in its workforce.

Applicants selected for this position will be subject to a comprehensive background check.

In accordance with Oregon law, qualified veterans may be eligible for Veterans' Preference in public employment. Proof of eligibility must be submitted with your application via a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the U.S. Department of Veterans Affairs indicating receipt of a non-service connected pension.

