



*Home of the Tualatin River National Wildlife Refuge*

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# **JOB ANNOUNCEMENT 2016-009**

## **Senior Planner (Limited Duration) Planning Department**

**Full-Time / Limited Duration / Non-exempt / AFSCME Represented**

**This position is subject to final budget approval on or before June 30, 2016.  
The duration of this position is anticipated to be one to two years.**

**SALARY RANGE: \$29.14 - \$37.31 Hourly (\$5,051 - \$6,466 Monthly)  
PLUS 6% City paid PERS**

**OPENS: June 10, 2016**

**CLOSES: July 8, 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](mailto:humanresources@sherwoodoregon.gov)

### **SUMMARY AND REQUIREMENTS**

This position is limited duration, anticipated to be one to two years; and is subject to final budget approval.

In a lead capacity and as a subject matter expert, perform advanced and complicated professional City planning and problem solving in such areas as land use, community development, environmental, cultural, parks, and natural resources; urban design and architecture, and/or transportation planning. Prepare and produce staff reports and presentations. Oversee and/or participate in the development, analysis and evaluation of the Sherwood Comprehensive plan, concept planning alternatives, and implementation strategies that meet identified and anticipated needs of the City, county, Metro, and satisfy state and federal planning standards. Interpret and administer ordinances, zoning regulations and other City, county, region, state and federal regulations relating to zoning, subdivision, and development review and entitlement issues. Respond to inquiries from the public, elected officials, special interest groups, and others regarding planning issues.

**MANDATORY REQUIREMENTS:** Broad knowledge of planning concepts, principles, techniques and practices. Considerable knowledge of statutory, administrative, and case law, 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; act as an informational resource, facilitate communication in public hearings, be an active listener, prepare clear and concise reports; prepare charts and maps. Equivalent to a Bachelor's degree in planning, geography, architecture, urban studies, or related field and five years of professional city planning experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties of the position.

**DESIRABLE REQUIREMENTS:** AICP certification. Municipal planning experience.

### **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 check.

### **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: [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov) or requested by mail by calling Human Resources at (503) 625-4201.

### **NOTIFICATION**

Applicants that are not selected will be notified by 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.