



CITY OF CANBY

JOB ANNOUNCEMENT

Planning Director / Planning Department

Full Time / Exempt / Non Represented

Salary: \$90,324 - \$119,976 / annual salary, plus City paid PERS and Benefits

Opens: August 4, 2020

Closes: ~~August 25, 2020~~ at 5:00 PM – **Open until filled**

Apply to: Human Resource Department
City of Canby
PO Box 930
Canby, OR 97013
(503) 266-0699 fax
hr@canbyoregon.gov

SUMMARY AND REQUIREMENTS: Plan, direct and administer all current and long range planning activities. Perform advanced and complicated professional planning work in such areas as land use, city and regional planning, community development, environmental and natural resources; economic development, and transportation planning. Prepare and make reports and presentations. Prepare and present staff reports and findings, resolutions, ordinances and reports for Council or Planning Commission action. Attend City Council, Planning Commission and various other meetings – requiring attendance at meetings outside of regular business hours. Direct the preparation and recommendation of System Development Charges (SDC's) updates. Supervise department personnel in the performance of their duties. Serve as a member of the City's Management Team. Represent the City through participation in local, regional and/or state project management and technical advisory teams. Equivalent to a Bachelor's degree in planning, geography, architecture, urban studies, or related field and five 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. Minimum two years of supervisory experience. *(Refer to full Job Description for additional information and requirements.)*

DESIRABLE REQUIREMENTS: Completion of a Master's program in Urban Planning or closely related field. AICP certification.

APPLICATION MATERIALS: A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted via email and fax. Application materials can be downloaded from <https://www.canbyoregon.gov/Jobs/jobopenings.htm>, or requested by calling Human Resources at (503) 266-0638.

SELECTION PROCESS: Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation.

NOTIFICATION: Applicants who were not selected will be notified once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is 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 Canby 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) 266-0638.