



Community Development Director City of Lebanon, Oregon



The Community Development Director opening is an exciting opportunity to make a significant impact on the Lebanon Community. As the next Community Development Director, you will direct Planning, Building and Economic Development Divisions and associated staff, and administer Planning Commission processes. Implement land use and related municipal plans and policies while supporting Lebanon's community development motto, "It's Easier From Here.", and serve the public directly in guiding and processing land use applications and enforcing policies. You will be responsible for implementing and maintaining current and long-range development plans, and participate as a member of the City management team.

Located in the western foothills of the cascade mountains, Lebanon is noted for its mild climate and proximity to some of the best skiing, kayaking, and fishing in the Pacific Northwest. From a small timber town in the 1850s to a community today of nearly 16,000, Lebanon has been redefining itself over the last decade. There are many exciting things to experience here:

- * COMP-Northwest, the first medical college to be founded in Oregon in 100 years
- * Edward Allworth Oregon Veterans Home
- * Best Western Premier Boulder Falls Inn and Conference Center and world-class Japanese garden
- * Linn-Benton Community College Healthcare Occupations Center and Advanced Transportation Technology Center
- * New downtown pocket park, Strawberry Plaza, featuring local art
- * Santiam Excursion Trains and a restored train station
- * Annual Strawberry Festival and Parade
- * Cheadle Lake Park and Build Lebanon Trails - 50 miles of hiking and walking trails

The Community Development Department is located within Lebanon's City Hall at 925 S. Main Street. This department's mission is to provide exceptional customer service and manage development throughout Lebanon to create a safe, functional and attractive city through coordinated comprehensive planning and development review. Staff assists the public, City Council, Planning Commission and other city departments by providing information, guidance, and direction on land use issues and regulations.

Currently, the Community Development Department is open five days a week from 7 am to 5 pm and is staffed by four full time employees with one being the Director.

Position: Directs the Community Development Department, including Planning, Building and Economic Development Divisions and associated staff, and administers Planning Commission processes. Implements land use and related municipal plans and policies and serves the public directly in guiding and processing land use applications and enforcing policies. Responsible for implementing and maintaining current and long-range development plans. Participate as a member of the City management team.

Compensation & Benefits: Salary: \$82,380 - \$107,100

The City of Lebanon offers an attractive benefits package, including: City-paid contribution to OPSRP, City-paid medical, dental, vision and life insurance. Excellent vacation, admin, personal and sick leave accrual rates with paid holidays.



Essential Job Functions/Duties & Responsibilities:

- Serve as Planning Official responsible for the administration of the Lebanon Development Code, the Lebanon Comprehensive Plan and other planning-related documents.
- Provide leadership, support and guidance for departmental staff.
- Supervise, plan and assign work tasks, review and evaluate work assignments and performance for the Planning, Building, and Economic Development Divisions.
- Communicate with the public on zoning, development and similar land use matters.
- Evaluate land use proposals to insure compliance with applicable City, State or Federal laws.
- Review and evaluate land use applications including the preparation of reports for staff level and public hearing decision making.
- Attend City Council and Planning Commission meetings, make reports as needed. Act as staff advisor to the Planning Commission and City Council on planning related matters, providing technical assistance when needed.
- Oversee the Building Inspection Program to ensure compliance with applicable laws, policies and professional service agreements.
- Oversee internal services (i.e. permitting and bidding processes) to Engineering Services and Maintenance Departments.
- In association with the Finance Director, prepare and administer the Community Development budget; maintain and monitor appropriate budgeting and expenditure controls.
- Work with the City Manager and Economic Development staff to advance projects, goals and opportunities.
- Plan and implement aspects of the Lebanon 2040 Strategic Action Plan associated with community development.
- Attend and participate in City Management Team Meetings unless excused by the City Manager.
- Manage and contribute to Development Review Team meetings and processes. Coordinate Department activities with other Departments and outside agencies.
- Develop short and long-range departmental goals. Gather, interpret, and prepare data for studies, reports and recommendations.
- Ensure the maintenance of accurate and complete records of Department activities and records.
- Identify, pursue and manage grant opportunities, research and develop project budgets, and apply for funding sources for Community Development-related projects.
- Negotiate, coordinate and manage planning consultant contracts when necessary. Review the work of consultants for compliance with contracts.
- Maintain work area in a clean and orderly manner.
- Ensure compliance with and follow all safety rules and procedures established by the City Safety Manual
- Maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in area served.
- Maintains regular job attendance and adherence to working hours.
- Possess and maintain a valid Oregon Drivers License with an acceptable driving record.

Mandatory Qualifications:

Education & Experience:

- Bachelor's degree from an accredited college/university in land use planning, geography, economics, public administration, or a closely related field AND at least five (5) years of experience in municipal planning and community development with at least three (3) years of supervisory experience, OR an equivalent combination of education and experience that ensures the ability to perform the duties of the position.
- Three (3) years of experience working with citizens and advisory committees.

Licenses & Certificates:

- Ability to receive security clearance from the Criminal Justice Information Services within the first 45 days.
- Possess or obtain a valid Oregon driver's license within the first 30 days.

Desirable Qualifications:

- Membership in the American Planning Association (APA) and Oregon Chapter of the APA.

Knowledge, Skills & Abilities:

Knowledge of:

- Principles, practices, and techniques of public administration and City government.
- Personnel policies and practices.
- Government budget policies and procedures.
- Principles and practices of management and supervision.
- Principles of budget preparation and fiscal accounting.
- Principles and practices and techniques of public planning and administration.
- Reporting and disclosure requirements of government entities.
- Broad knowledge of the principles and practices of land use planning, zoning, and its administration; Oregon State-wide Land Use Planning Goals, and applicable Oregon laws.

Skill In:

- Personnel supervision.
- Planning, coordinating, and managing the operations of the Community Development Department to achieve established goals and maximize efficiency.
- Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
- Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
- Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
- Providing outstanding customer satisfaction (internally and externally).
- Conducting research, writing technical reports and developing plans and procedures for the a community development department.
- Use of Microsoft Office.

Ability to:

- Communicate orally and in writing in a clear and concise manner.
- Represent the City professionally and effectively in meetings with others.
- Establish and maintain effective working relationships.
- Negotiate effective solutions to complex problems.
- Handle critical emergency situations in a professional, effective and efficient manner.

How to Apply:

- Submit a cover letter, resume and application to: City of Lebanon, Attention: HR Services, 925 S. Main Street, Lebanon, OR 97355. Application packets are available online at www.ci.lebanon.or.us/job, by email at lomara@ci.lebanon.or.us, or by phone (541) 258.4261. First review of applications will be Wednesday, March 13, 2019. This recruitment is opened until filled. EOE/M/F/H.



THE CITY THAT FRIENDLINESS BUILT



City of Lebanon Employment Application

The City of Lebanon is an equal opportunity employer. Applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, genetics, disabilities or other protected status or activities in accordance with law.

Please print or type. Complete the entire City Employment Application form and all Supplemental Questions, if applicable. If a question is not applicable, please indicate by typing "N/A." If additional space is needed you may attach an extra sheet. **Resumes will not be accepted without a completed and signed City of Lebanon application.**

APPLICANT DATA

1. Position Applying For 2. Application Date 3. JOB Number

4. Last Name Legal First Name Middle Preferred First Name

5. Are any of your work or education records listed under another name? If so, what name?

6. Blank Space 7. Driver's License Number Issuing State

8. Street Address (number and street) City State ZIP County

9. Mailing Address (if different than street address) Email Address

10. Home Telephone Number Work Telephone Number Message Telephone Number

11. List any family members currently employed by the City. Department they work in.

EDUCATIONAL HISTORY

12. High School diploma or equivalent? Yes No Please list your educational history starting with the most recent; include college/university, trade, business, military, etc.

Name and Location of School	Major	Number & Type of Credits/Hours	Degree or Certificate (AA, BS, MA, etc.)	Completed?
		_____ Sem _____ Qtr _____ Clock		Y N
		_____ Sem _____ Qtr _____ Clock		Y N
		_____ Sem _____ Qtr _____ Clock		Y N

Job No. 3

From: mo/yr	To: mo/yr	Employer Name	Job Title
Total time in position: Years ____ Months ____		Employer Address (number and street)	Supervisor Name
Average number of hours worked per week: _____		City State Zip	Supervisor Phone Number
Reason for leaving:			
Duties:			

Job No. 4

From: mo/yr	To: mo/yr	Employer Name	Job Title
Total time in position: Years ____ Months ____		Employer Address (number and street)	Supervisor Name
Average number of hours worked per week: _____		City State Zip	Supervisor Phone Number
Reason for leaving:			
Duties:			

Job No. 5

From: mo/yr	To: mo/yr	Employer Name	Job Title
Total time in position: Years ____ Months ____		Employer Address (number and street)	Supervisor Name
Average number of hours worked per week: _____		City State Zip	Supervisor Phone Number
Reason for leaving:			
Duties:			

16. Expected Salary: _____

REFERRAL SOURCE

17. Please tell us how you learned about this position by placing a checkmark next to one of the following selections:

- Lebanon Express
- Mid-Valley Sunday
- Oregonian
- Register Guard
- Statesman Journal
- Internet
- Friend/Relative
- State Employment Office
- Professional Journal (please specify) _____
- Other (please specify) _____

DECLARATION

18. I hereby declare that the information provided by me in this application is true and complete, and I understand that falsification of this information is grounds for refusal to hire or, if I have been hired, for termination. In consideration for my employment with the City of Lebanon, I agree to conform to the rules and regulations as set forth in the City of Lebanon’s Policies and Procedures/Employee Handbook and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or be added to by the City at any time, at the City’s sole option and without any prior notice to me. I understand that no representative of the City has any authority to enter into any agreement for employment for any specified period of time or to assure any benefits or terms and conditions of employment other than those set forth in the City of Lebanon’s Policies and Procedures/Employee Handbook, either prior to commencement of employment or after I become employed. I consent to a physical examination, which may include a drug test, either prior to commencement of employment or after I become employed, as deemed necessary by the City. Further, I consent to any *reference checks, and understand that such reference checks may include criminal history, credit history, and driving record information. I understand that if hired, I will be required to provide documentation verifying my lawful right to work in the United States.

* Please identify any states in which you have resided over the past twenty (20) years:

Applicant’s Signature

Date

FOR CITY OF LEBANON USE ONLY

As per City Ordinance No. 2303, CCH completed by _____, on _____.

Local DMV CCH

PLEASE REVIEW AND SIGN THE ATTACHED “APPLICANT AUTHORIZATION FOR RELEASE OF INFORMATION.” INCOMPLETE OR UNSIGNED APPLICATION MATERIALS WILL NOT BE ACCEPTED.



Supplemental Question
Community Development Director
Recruitment: EX011619CD

In addition to the Employment Application, please reply to the following required supplemental question:

- 1) The City of Lebanon Planning and Economic Development Motto is, **“It’s easier from here”**. What does this mean to you and how would it shape your administration of the city’s Community Development Department?

Applicant's Name (PRINT)

Applicant's Signature

Date

CITY OF LEBANON

APPLICANT AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize my past employers to release information to the City of Lebanon regarding my employment. This release of information covers my employment record in general, including information on the following topics:

- 1. Dates of employment;
2. Position(s) held;
3. The quality and quantity of my work;
4. My attendance habits (excluding workers' compensation, pregnancy, disability and protected absences);
5. My relationship with co-workers and supervisors;
6. My attitude toward work (cooperative? positive? etc.);
7. Reason for leaving and eligibility for rehire;
8. Strong and weak points;
9. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaged in hostile or violent behavior, have a criminal record or any traits that would present security or safety issues for others;
10. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

I agree that all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand that if I do not sign this Authorization for Release of Information, my application will be rejected.

Applicant's Name (please print or type)

Applicant's Signature

Date

PLEASE RETURN COMPLETED APPLICATION MATERIALS TO:

City of Lebanon
925 Main Street
LEBANON, OR 97355

PLEASE KEEP A COPY OF ALL APPLICATION MATERIALS FOR YOUR RECORDS.

City of Lebanon Affirmative Action Statistical Supplement

As an employer, the City of Lebanon is required to collect, record, and compile personnel affirmative action data. This information is confidential and will be retained in Human Resources separate from your application for employment. Supplying this information is voluntary; failure to provide this information will not adversely affect consideration for employment. It is the City's policy to consider applicants on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, disability or other protected status or activities in accordance with law.

Name (please print or type)	Birth Date
Position Applying For	JOB Number
Sex: _____ Male _____ Female	U.S. Citizen: _____ Yes _____ No

Check one of the following:

- _____ **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- _____ **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- _____ **Black or African American** – A person having origins in any of the Black racial groups of Africa.
- _____ **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- _____ **White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- _____ **Hispanic or Latino (All races)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

If you checked Hispanic, please check one of the following Ethnic Groups:

- _____ **Hispanic or Latino (White race only)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.
 - _____ **Hispanic or Latino (all other races)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.
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VETERANS' PREFERENCE FORM

Under Oregon law (ORS 408.230), veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances, please call City of Lebanon at 541.258.4261.

This completed form and the required documentation must be submitted at the time you submit your application.

A. QUALIFIED VETERAN QUESTIONS: You may claim veterans' preference if you check at least one of the boxes below and provide proof of eligibility by submitting a copy of your DD-214 or 215 (Copy 4).

ORS 408.225 (f)

- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- I am receiving a non-service-connected pension from the United States Department of Veterans Affairs.

"Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

B. QUALIFIED DISABLED VETERAN QUESTIONS: You may claim additional employment preference if you can check at least one box in the section below and provide proof of eligibility by submitting both of the following documents:

1. A copy of your DD-214 or 215 (Copy 4), Certificate of Release or Discharge or;
2. A public employment preference letter from the United States Department of Veterans Affairs. To order the letter, call 1-800-827-1000 and request a public employment preference letter.

ORS 408.225 (1) (c)

- I have a disability rating designated by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veteran's Preference and certify that the above information is true and correct. I understand that any false statements or misrepresentation made by me may be cause for my disqualification or dismissal, regardless of when discovered.

Applicant's Name (PRINT)

Social Security Number

Applicant's Signature

Date

Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming disabled veteran preference you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.