



CAREER OPPORTUNITY PROFILE

TITLE: CED Planner
CLASS: CED Planner
Community Development Albany
Full-Time Regular (40 hrs/wk)

Job # 201910
Opens: 02/28/19
Open until filled

ABOUT OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)

OCWCOG manages a variety of local, State, and Federal programs to serve residents, local governments, and businesses in our tri-County Region. OCWCOG is recognized by the State of Oregon as an Area Commission on Transportation (ACT) and a Type B Medicaid Transfer Agency. Additionally, the association is recognized by the Federal Government as an Area Agency on Aging (AAA), an Economic Development District (EDD), a U.S. Small Business Administration (SBA) Revolving Loan Fund Coordinator, a U.S. Department of Agriculture Revolving Loan Agency, and staffs the two Metropolitan Planning Organizations (MPOs) in the Region. These designations increase OCWCOG's ability to serve our communities' needs.

As an Oregon intergovernmental entity, in addition to the programs and services that OCWCOG is required by State or Federal contract to provide, OCWCOG helps businesses find appropriate capital; facilitates seniors and persons with disabilities plan for independent living; coordinates local road improvement priorities; and assists with administration and technical support for its member governments.

Each program works towards OCWCOG's mission of helping the Region's communities collaborate to solve problems and connect member governments, businesses, and individuals with a wide array of resources.

ABOUT THE AREA

Oregon Cascades West Council of Governments (OCWCOG) member agencies are located in the Willamette Valley and the Central Oregon Coast. The rugged Oregon seacoast, the high mountain passes of the Oregon Cascades, lush greenery, and the agricultural abundance of the Valley are an attractive addition to an education, employment, and cultural hub.

Only a one-hour drive to Portland and 40 minutes to Eugene – the region's major airports and gateways; and, a twenty-minute drive to Salem, Oregon's State Capitol, where many of OCWCOG's funding agencies and partners are found. The Southern Willamette Valley is best known for its agriculture and its innovation, which include a flourishing wine industry, innovation accelerators, a growing start-up culture, high-tech industry and access to tens of thousands of students, professionals, and entrepreneurs affiliated with Oregon State University, Samaritan Health Systems, Linn-Benton Community College, Hewlett-Packard, the U.S. Department of Energy, and hundreds of other businesses, non-profits, agencies, and community partners.

The Oregon Coast is proof of the Northwest's amazing diversity and its 350-mile coastline is anything but mundane. The Cities of Newport and Toledo anchor OCWCOG's presence in Lincoln County and provide access to multiple working ports, harbors, and bays, and a historic logging and fishing culture. Oceanic and atmospheric research are conducted by the National Oceanographic and Atmospheric Agency and Oregon State University among others – spinning off innovation and industry in fisheries, energy, resource management, and tourism.

ABOUT THE ALBANY AREA MPO PROGRAM

The Albany Area Metropolitan Planning Organization (AAMPO) is the metropolitan planning organization for the Albany Urbanized Area. Members include the cities of Albany, Jefferson, Millersburg, and Tangent, as well as Benton and Linn Counties, and Oregon Department of Transportation. For more information, visit www.AlbanyAreaMPO.org.

GENERAL INFORMATION

This announcement will remain open until filled; however, the application screening process is expected to begin on or about March 15, 2019. Therefore, at the agency's discretion, materials received after March 15, 2019 may not receive consideration.

This position is represented by the Service Employees International Union (SEIU) Union. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

DUTIES AND RESPONSIBILITIES

Plan, direct and administer activities related to current and long range planning programs of member jurisdiction for the development, administration, and enforcement of the State, Regional and Local land use regulations and policies.

Perform professional level land use planning work on major land use development projects and the development of new land use regulations.

Coordinate planning activities within the Community and Economic Development Department and between City Departments, State, and Federal agencies.

Respond in person, by phone, or by email to inquiries, questions, and other interactions with jurisdiction planning programs and processes.

Receive, review and process requests for land use applications. Conduct necessary studies and analyses, and prepare related reports. Develop recommendations and communicate information to the City Managers, Planning Commissions, City Councils and other advisory committees and the public as needed.

Develop and host public meetings to facilitate public engagement on various projects and land use applications and procedures.

Identify needed code updates and long range planning needs. Provide clear recommendations, potential solutions, and develop code updates.

Manage long range planning projects.

Assist in the management and development of GIS services.

Manages department projects as assigned by supervisor.

QUALIFICATIONS REQUIRED AND REQUESTED SKILLS

MINIMUM QUALIFICATIONS:

To receive credit, and proceed to the next step of the recruiting process, your application form must clearly show that you meet the following:

Graduation from a four year college or university in planning, public or business administration, or field related to job duties and a minimum of three years related experience; or any satisfactory equivalent combination of education, training and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job required. Experience must have provided a thorough knowledge of federal and state grant programs, Oregon land use planning laws and issues, and community and economic development techniques.

DESIRED ATTRIBUTES:

- Knowledge of federal and state grant programs, and economic and community development principles and practices at the local and regional level;
- Excellent interpersonal and verbal communication skills, including the ability to prepare and

- effectively make presentations to and facilitate meetings of various groups and the public;
- Ability to write and manage contracts and grants;
- Ability to organize and structure own work, and exercise initiative;
- Ability to meet deadlines and juggle diverse multiple tasks and priorities;
- Ability to gather, organize and analyze data and information and draw conclusions and formulate recommendations;
- Ability to utilize a personal computer for word processing, spreadsheet preparation, presentations, database development and management and electronic communication.
- Knowledge of computer software and hardware for graphic presentations desirable;
- Ability to design and facilitate group visioning, goal setting, planning and decision-making processes;
- Ability to seek, build and maintain critical partner relationships;
- Ability to assist with development and management of budgets involving multiple funding sources.

COMPENSATION PACKAGE

Starting salary is \$25.66 - \$28.28/hourly (effective 11/1/18) DOQE. A step increase will be awarded upon successful completion of a probationary period (typically six months), and then annually thereafter to the top of the range. OCWCOG also offers an attractive benefits package including:

- **Retirement** – OCWCOG pays both the employer’s percentage, and employee’s six percent (6%) contribution into the Oregon Public Employees System (PERS). In addition to PERS, OCWCOG pays into Social Security.
- **Insurance** – For select plans, OCWCOG currently pays one hundred percent (100%) of the insurance premiums for the employee and their eligible dependents. The insurance package includes medical, prescription, dental and vision coverage, alternative care, life, accidental death and dismemberment, as well as long-term care.
- **Holiday Leave** – OCWCOG provides ten and one half (10 ½) fixed holidays, plus two (2) personal days during each fiscal year.
- **Additional Benefits** – Deferred compensation options, Long-term care Insurance, Employee Assistance Program, Credit Union memberships, and options to participate in pre-tax Health Savings Account or Flexible Spending Account.
- **Sick Leave** – Full-time employees accrue eight (8) hours of sick leave each month.
- **Vacation Leave** – Full-time employees accrue vacation leave each month according to the following schedule:
 - 0-36 month – 8 hours/month
 - 37-72 months – 10 hours/month
 - 73-144 months – 14 hours/month
 - 145 months & above – 16 hours/month

TO APPLY

An application and detailed job description is available at www.ocwcog.org/careers. **You must submit the following application materials to be considered as a viable candidate:**

1. An **OCWCOG Employment Application**, completed and signed.
2. A **current resume** that clearly describes your experience, skills, and/or knowledge related to the requirements of the position and demonstrates that you meet qualifications of the position listed above.
3. A **cover letter** explaining how your background, experience and training qualify you for this position. **Please describe your experience and training specifically as they relate to the Desired Attributes.**
4. **Answers to the following supplemental questions:**

5. If you are an eligible veteran and wish to claim veterans' preference points AND you also meet the minimum qualifications for this position, the points will be added to your score. To receive veterans' preference points, you MUST attach to your application materials the following required documentation:

- A copy of your DD214/DD215 form; OR a letter from the US Dept of Veteran's Affairs indicating you receive a non-service connected pension for the five (5) point preference.
- A copy of your DD214/DD215 form; AND a copy of your veteran's disability preference letter from the Dept. of Veterans' Affairs for the ten (10) point preference.

The first review of applications will be on or around March 15, 2019. For immediate consideration, apply now.

Only complete applications will be considered. Be sure to attach any required documents. The selection process will consist of a review of the materials provided and an evaluation of experience and training. Candidates most closely matching the desired attributes will be invited to interview.

SUBMIT TO

Oregon Cascades West Council of Governments
Human Resources Department
1400 Queen Ave SE, Suite 201
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at hrrecruit@ocwcog.org. **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

FAX to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing because of transmitting by fax or which may be lost through the mail.