



# COMMUNITY DEVELOPMENT DIRECTOR

**\$82,380 - \$107,100**

*Plus Excellent Benefits*

*Apply by*

**May 5, 2019**

*(First Review, Open Until Filled)*

**PROTHMAN**



## WHY APPLY?



Located at the edge of the Cascade Mountain foothills in the Mid-Willamette Valley in stunning north-west Oregon, the City of Lebanon is conveniently positioned near major highways and airports.

The area boasts a large variety of activities and beauty in any direction, and scenic drives to some of the most dynamic destinations in the Pacific Northwest including the Oregon Coast, Oregon Wine Country, Central Oregon, or the Portland metro area.

Lebanon is a growing, vibrant city that offers its citizens a variety of recreational activities, yet still maintains a small town, neighborly atmosphere. Lebanon offers the right planning professional a challenging and rewarding career opportunity in a well-managed organization and an amazingly beautiful place to live!



## THE COMMUNITY

Centrally located in the beautiful Willamette Valley, Lebanon is home to 17,000 residents who take pride in the city's small-town atmosphere while enjoying the recreational amenities of surrounding big cities. With the protected land of the Willamette National Forest and Mt. Bachelor to the east, and the picturesque Pacific Coast to the west, outdoor beauty and adventure makes whitewater rafting, fishing, bicycling, hiking, hunting, and skiing all popular regional activities. The area also boasts a beautiful 18-Hole Championship Golf Course, Mallard Creek, that winds through rolling hills around and across Hamilton Creek and several lakes.

Residents of all ages enjoy the community's 300 acres of well-maintained parks. Beautiful Ralston Park hosts weekly summer concerts and the entire park is illuminated in December for "Holidays in the Park". Cheadle Lake Park is popular with walkers, bicyclists and dog walkers. The park is also home to AYSO soccer fields, as well as the Festival Grounds where the annual Star-Spangled Celebration for Fourth of July and other community events are held. During the summer months, Strawberry Plaza, a downtown art-themed pocket park, hosts the Noon at the Plaza performance arts series, First Fridays, Lebanon Brewfest and a Saturday evening concert series.

The annual Strawberry Festival which began in 1909 features the World's Largest Strawberry Shortcake and is just one of many festivals and events that brings the community together to celebrate its strong sense of community involvement, pride in the city, and what makes Lebanon "The City That Friendliness Built."

Lebanon is home to the first medical college in Oregon in over 100 years, College of Osteopathic Medicine of the Pacific-Northwest, equally impressive is Linn Benton Community College's Advance Transportation Technology Center and Healthcare Occupations Center. These schools offer excellent higher education and trade school opportunities. Oregon State University, the University of Oregon, and the main campus of Linn-Benton Community College are nearby.

## THE CITY

Incorporated in 1878, the City of Lebanon is a full-service city with an exceptional workforce of approximately 106 full-time employees and a 2019 budget of \$60,432,871. The City operates under the Council-Manager form of government and is divided into three Wards with two councilors elected in each in alternating even years. The Mayor is elected by the entire city and serves as the chairperson at all City Council meetings and appoints all members of the City's commissions and boards. The City Manager is appointed by and serves at the pleasure of the Council and is responsible for the day-to-day administration of city business. The City is comprised of 9 departments including Administration, Community Development, Engineering, Finance, IT, Library, Maintenance, Police and Senior Services.

Fire services are provided by Lebanon Fire District. The Community Development motto, *"It's easier from here."* expresses the organization's commitment to providing high quality services to ensure residents' daily lives run smoothly and pleasantly.

### THE DEPARTMENT & POSITION

Operating on a 2019 budget of \$447,297 with four FTE's, the Community Development Department provides exceptional customer service and manages development throughout Lebanon to create a safe, functional and attractive city through coordinated comprehensive planning and development review. Department staff assist the public, City Council, Planning Commission and other city departments by providing information, guidance, and direction on land use issues and regulations.

Under the general direction of the City Manager, the Community Development Director administers the Community Development Department, including Planning, Building and Economic Development activities and associated staff, and facilitates Planning Commission processes. The Director is responsible for implementing land use and related municipal plans and policies and serves the public directly in guiding and processing land use applications and enforcing policies. The Director also implements and maintains current and long-range development plans and participates as a member of the City management team.

### Responsibilities Include:

- Serve as Planning Official responsible for the administration of the Lebanon Development Code, the Lebanon Comprehensive Plan and other planning-related documents.
- 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 ensure compliance with City, State or Federal laws.
- Review and evaluate land use applications including the preparation of reports for staff level and public hearing decision making.
- Oversee the Building Inspection Program to ensure compliance with applicable laws, policies and professional service agreements.

- Oversee internal services such as permitting and bidding processes for the Engineering 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.
- 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.
- 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.



### OPPORTUNITIES & CHALLENGES

**Community Growth:** Lebanon has developed a reputation in Oregon as a community that welcomes and facilitates growth that brings new jobs, services and opportunities to the local economy. The City's pro-growth posture was earned through streamlined processes and a "how can we do it" attitude. The new Community Development Director will be expected to maintain this established reputation while also protecting the community's development standards.

**Wetlands Mitigation:** Lebanon currently has approximately 280 acres of flat industrially-zoned lands open for development. Wetlands impact most of these acres effectively discouraging the siting of new industrial companies/employers due to high mitigation costs. The new Community Development Director will need to be an innovator who is determined to help find workable solutions that result in new industrial employers and new living wage jobs for Lebanon.

**Strategic Action Plan:** Lebanon's 2040 Vision and Strategic Action Plan delineates actions to advance continued revitalization of the downtown core as well as economic and community development throughout Lebanon. The new Community Development Director will need to be a leader who thrives on and is dedicated to helping the City organization and the community realize these objectives.

**Leadership/Team Building:** The new Community Development Director will be expected to lead the City's planning, building, and economic development activities, inclusive of a team of three employees and a contracted building official. The person in this role will need to build trust, provide transparency and communicate effectively with the team to achieve the goals of the department.

### IDEAL CANDIDATE PROFILE

#### Education and Experience:

A bachelor's degree from an accredited college or 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 is required. Candidates must also have three (3) years of experience working with citizens and advisory committees, have the ability to receive

security clearance from the Criminal Justice Information Services within 45 days of hire, and possess or obtain a valid Oregon driver's license within 30 days of hire. Membership in the American Planning Association and Oregon Chapter of the APA is preferred.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

### COMPENSATION & BENEFITS

- **\$82,380 - \$107,100 DOQ**
- 95% Paid Medical, Vision and Dental
- HRA/VEBA Contribution
- Life and AD&D Insurance
- Long Term Disability
- Generous Vacation & Sick Leave
- 40 Hours/Year Administrative Leave
- 11 Paid Holidays
- Oregon PERS
- Educational & Professional Development
- Employee Assistance Program
- Optional FSA, AFLAC, Deferred Compensation, Prepaid Legal, & ID Theft.



Please visit:  
[www.ci.lebanon.or.us](http://www.ci.lebanon.or.us)

The City of Lebanon is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 5, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to [www.prothman.com](http://www.prothman.com) and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



[www.prothman.com](http://www.prothman.com)

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