



The City of Grants Pass

An Invitation
to a **Career**



Photography by: Nomeca Hartwell

Community Development Director

for City of Grants Pass

Your Dream Job Awaits You in Beautiful Grants Pass...

The City of Grants Pass – is the “Sun Belt” of Southern Oregon, where the Rogue River runs through a charming, thriving commercial center where community is number one!

Photography by: Ozzie Cummins

The Job

The City of Grants Pass is seeking a business professional that possesses a complement of skills including leadership, planning expertise, management, exceptional communication skills, and customer-focus.

As Community Development Director you will work closely with the general public and development community, administer capital projects, and provide information on the comprehensive plan, mapping system, engineering standards, municipal code, land use policies, and statewide planning goals.

The Community Development Director reports directly to the City Manager, oversees an expense and revenue budget of \$3.7 million, and leads a team of division management staff responsible for approximately 20 employees in three divisions: Planning and Development, Building and Safety, and Engineering.

Activities associated within these three divisions include:

- 🌿 Long range and current planning and development for the maintenance and orderly growth of the City.
- 🌿 Enforcement of the Oregon State Building, Mechanical, Plumbing, Fire, Housing and Electrical Codes through review of plans for building permits and inspections of projects.
- 🌿 Administering capital projects and improvements; development and maintenance of Geographic Information System (GIS); creating and keeping current the City's engineering standards; and participation in site plan review, design, plan checking and inspection of new public facilities.



The Ideal Candidate

Has a bachelor's degree in planning, public administration, or related field - a master's degree is highly desirable; the necessary years of experience in departmental and administrative management to perform the duties outlined for this position; an Oregon State Driver's License - class C.

In addition to the above, you are a successful leader who:

- ✎ Is masterful at affecting exceptional organizational outcomes.
- ✎ Leads with confidence and assurance.
- ✎ Operates within a strong ethical framework and strives to uphold public trust.
- ✎ Has great judgment, and sound decision making skills.
- ✎ Performs well under pressure.
- ✎ Can execute a vision aligned with organizational goals.
- ✎ Takes ownership and pride in work.
- ✎ Seeks out opportunities to develop solutions to challenges.
- ✎ Can develop process efficiencies that result in enhanced services.

- ✎ Has the ability to develop creative vision for the future.
- ✎ Demonstrates experience addressing complex issues in public settings and governmental hearings.
- ✎ Has a proven professional track record for using interpersonal strengths and versatile communication styles to build rapport and influence others.
- ✎ Is a strong presenter and orator.

You Will:

- ✎ Promote staff development and team work.
- ✎ Maintain consistency with adopted policies and cultivate trust relationships.
- ✎ Anticipate challenges and identify strategic solutions to keep customers well informed.
- ✎ Promote interdepartmental teamwork and collaboration.
- ✎ Establish a "big picture" approach to issues and project resolution.
- ✎ Manage department budget and address budget challenges.

The City

Grants Pass serves as the major commercial center, and the county seat for Josephine County. The City organization has eight departments, and approximately 200 employees. The City is committed to enhancing the reputation of local government through quality service delivery.

The Community

Grants Pass is a city where community works together in partnership for the benefit of all. The City is known for its festivals, art exhibits, craft fairs, parades, and exceptional climate. Visitors and residents enjoy rafting, kayaking, water skiing, fishing, sporting events, and more. Art and culture are a way of life in Grants Pass with four community theaters, a performing arts center, Rogue Community College, and Southern Oregon University in close proximity. Neighboring attractions include the world famous Oregon Shakespeare Festival, Mount Ashland Ski Resort, Crater Lake National Park and the Oregon Caves National Monument. For more information about the community, please visit www.visitgrantspass.org.



Photography by: Noreca Hartwell



Photography by: Curt Collins

Compensation

The annual salary range is \$75,748 – \$99,200 DOQ.

Benefits:

- ✦ Vacation – Start with 40 hours; three weeks after first year, four weeks after third year.
- ✦ Holidays – 11 days per year.
- ✦ Sick Leave – 8 hours a month upon hire; unlimited accrual.
- ✦ Health Plan – Choice of dental and medical plans. City contributes over 90% toward the employee's premium; option HRA/VEBA plan.
- ✦ Retirement – The City contributes 6%; PERS/OPSRP Retirement system.
- ✦ Relocation Expenses - The City will negotiate reimbursement for reasonable relocation expenses.
- ✦ Auto Allowance.
- ✦ Deferred Compensation Program – Three plans available for employee participation.
- ✦ Life Insurance – Equal to one times annual salary and long term disability.
- ✦ Option flexible spending account.

Recruitment Specifics:

This recruitment is open until the needs of the City are met, and/or the position is filled. The recruitment could close at anytime, so please send your resume ASAP.

Resumes will be reviewed and interviews will be scheduled for those candidates who best match the City's ideal candidate and organizational needs. We anticipate selection to be completed by mid-April, 2010.

How to Apply:

E-mail your resume and cover to:
wbrown@centerpointonline.com, or
Fax to **866-224-1423**

NOTE: We are not accepting online applications through the city application system. Please contact your recruiter, Wendi Brown, at **541-858-0376**, or **866-929-9227** if you have any questions regarding the recruitment process.

The City of Grants Pass is an Equal Opportunity Employer