



CITY OF PORT ORFORD

◆ 555 W. 20th St. ◆ P.O. Box 310, Port Orford, OR 97465 ◆ Ph: 541-366-4568 ◆ fx: 877-281-5307 ◆

CITY OF PORT ORFORD PLANNING DIRECTOR

PLANNING DIRECTOR: The City of Port Orford, Oregon is recruiting a part-time contract employee for the position of Planning Director. This person will be responsible for the administration of the City's land use planning program. Specific responsibilities include administration of the City's comprehensive plane and land use codes, administration of the City's building permit review program, providing principal land use planning staff assistance to the City Council, Planning Commission and other City departments. The Planning Director is also responsible for coordination of land use activities between the City and various state and federal agencies particularly the Oregon Department of Land Conservation & Development (DLCD) coastal zone management/planning assistance grant program and Federal Emergency Management Agency (FEMA) flood insurance program. The position requires communication and writing skills to enable the person to explain land use regulations to the general public both orally and in written report format.

Basic Qualifications needed included the following:

- 1) A bachelor degree from a recognized college in urban planning or related field and at least one year of on the job experience in land use planning with an Oregon City or County; OR, Four or more years of experience in land use planning experience with an Oregon City or county that led to progressively greater job experience.
- 2) Knowledge of Oregon land use statutes and administrative rules and an understanding of city codes related to zoning, subdivisions and utilities.
- 3) Experience in dealing with the public and governmental agencies regarding complex land use planning issues.
- 4) Experience in reviewing land development plans in terms of City code requirements.
- 5) Experience in writing staff reports, decision orders and other documents related to the administration of the City's land use planning program.
- 6) Experience in the administration of Oregon Department of Land Conservation & Development grants.

Please submit a summary of your qualifications to the City of Port Orford at the following address by 4:00 p.m. December 5, 2022:

City of Port Orford
Attn: Planning Director Position Announcement
PO Box 310
Port Orford, OR 97465

If you have any questions regarding this announcement please contact:

City of Port Orford
Ph. (541) 332-3681
Email: jginsburg@portorford.org