

# CITY OF MILTON-FREEWATER

P.O. Box 6, Milton-Freewater, OR 97862 (541) 938-5531

## POSITION ANNOUNCEMENT

**Position:** CITY PLANNER

**Salary Range:** \$5,877.00 - \$7,209.00 MONTHLY SALARY, FULL TIME, EXEMPT

**Duties:** Plans, organizes, directs, and controls the functions of the Planning Department. Develops and implements procedures, practices, and department policies. Responsible for planning studies, periodic review, maintenance and interpretation of the zoning and development code, and related grant programs. Assures the efficient and economical use of departmental funds, including grant funds, work force, facilities and time. Directs current and long-range planning services. Plans and conducts Planning Commission meetings; deals with Planning Commissioners on planning issues. Oversees the City's public transportation programs, including writing and reporting of supportive grants. Serves as economic development representative. Does related work as required.

**Qualifications:** Thorough knowledge of modern principles, practice and techniques of planning and land use policy, administration, organization and operation. Ability to supervise subordinate personnel by assigning and reviewing work for conformance with departmental rules, regulations and policies and with federal, state and local ordinances and requirements. Able to establish and maintain effective working relationships with other public officials, employees, and the general public. Ability to prepare and present effective oral and written reports.

**Experience and Training:**

Graduation from a four-year college or university. Specialization in land use planning and/or post graduate degree preferred. Six years of progressively responsible municipal land use experience including two years in a supervisory/management capacity. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

**Method of Selection:**

Evaluation of candidate's background from application form. Those applicants who appear best qualified as determined by a screening committee may be interviewed. However, the City of Milton-Freewater reserves the right to not fill this position, reject all applicants, reopen the position or make a direct appointment. Applications received during this recruitment may be used to fill future vacancies at the City's discretion.

**Application:**

Applications may be obtained from Human Resources Dept., City Hall, P.O. Box 6, 722 S. Main Street Milton-Freewater, OR 97862, (541) 938-8243, or on the City's website at [www.mfcity.com](http://www.mfcity.com). **Applications must be received in the Human Resource Department in City Hall no later than 11:00 am Thursday, June 13, 2024.** Disability accommodations made in the recruitment process upon request.