

JOB ANNOUNCEMENT 05-30

Community Development Director

The City of Silverton is seeking to fill the position of **Community Development Director** in the Community Development Department. This position is responsible for all current and long-range planning efforts for the City of Silverton, and serves as the primary support person for the Silverton Planning Commission. The position oversees 7.08 FTE, and is responsible for coordinating all planning, code enforcement, building, development review and Silver Trolley functions.

The qualified candidate will possess the following knowledge and skills, but not limited to:

- A Bachelor's degree from an accredited college or university in planning, architecture, public administration, or a closely related field, or a combination of education and experience sufficient to successfully perform the duties of the position.
- Minimum of five (5) years progressively responsible experience, with at least two (2) years as a Senior Planner or above.
- Supervisory and budget experience preferred.
- Master's Degree preferred.

Please see the job description for more information on requirements and job duties.

The salary range is \$5,510.29-\$7,032.68/month; \$66,123.48 - \$84,392.16/year and the City offers a competitive benefits package. For the job description and/or information regarding the application packet, go to www.silverton.or.us or contact Janet Newport at (503) 873-6117 or jnewport@silverton.or.us.

DEADLINE TO APPLY: Position will remain open until filled. Application packet is to consist of a fully completed City of Silverton job application, cover letter, resume and a supplemental questionnaire.

The City of Silverton is an Equal Opportunity Employer

Supplemental Questionnaire
Community Development Director

Please type your responses to the following questions, limiting your overall response to three (3) pages or less:

1. Please submit an organizational chart showing your most responsible work experience including: number of staff supervised, functions supervised, advisory boards/commissions, or committees you have been in charge of and explain your scope of responsibility and accountability.
2. Describe your experience involving rapid, complex growth such as:
 - Accommodating growth and development while maintaining/enhancing quality of life
 - Annexations
 - Transportations/traffic/public works infrastructure challenges
 - Capital Improvements
3. Describe your financial management experience including:
 - Budget development, recommendation, size of budgets, and management
 - Long-range capital improvement program planning and financing
 - Long-range financial forecasting evaluation/planning
 - Use of enterprise funds
4. Describe your management philosophy, work goals and expectations to employees under your supervision including,
 - Your experience in resolving conflict within your department – cite examples
 - Between your department and another City department – cite examples
5. Describe your philosophy regarding citizen involvement, citing examples of at least two community participation programs you have initiated or had the opportunity to work with.
6. Describe any experience you have in downtown revitalization efforts, urban renewal activities or economic development. Describe what role you have played and/or past experience you have, if any, in each of these areas.