

CITY OF ROSEBURG, OREGON

INVITES YOUR INTEREST IN THE
POSITION OF

COMMUNITY DEVELOPMENT DIRECTOR



THE COMMUNITY

The City of Roseburg is a growing, vital community which enjoys a high quality of life in a semi-rural setting. Roseburg is located in the beautiful “Heart of the Land of Umpqua” region in south-western Oregon. It is easily accessible from Interstate 5, 67 miles south of Eugene, 97 miles north of Medford, 80 miles east of Reedsport and 80 miles west of Diamond Lake at the summit of the Oregon Cascades. The elevation is 465 feet, and features a mild, fair seasonal climate. Average rain fall is 35.07 inches with occasional light snow. Average summer temperature is 78° with a few days up to 100°. Average winter temperature is 44.67° with a few days in the low 30’s or 20’s.

Roseburg is reported to have the lowest wind velocity in the United States with an average of 4–6 miles per hour. Roseburg is the county seat and largest city in Douglas County. The population is 22,275 with an urban daytime population of approximately 50,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, as well as a thriving community theater group with their own venue in a city park. The City boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, dog park and walking trails.

Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell among others, are held throughout the year for local residents and tourists. The City’s tourism promotion is actively performed under contract by the Roseburg Area Chamber of Commerce. There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg’s economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing with a professional staff person supported by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerably and various residential facilities have

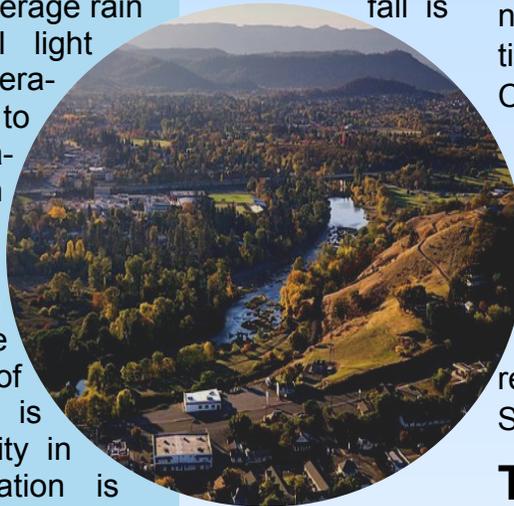
been constructed to meet the needs of this segment of the population.

Wineries are an expanding area of economic development with many being recognized in national and international competition. Umpqua Community College built the

Southern Oregon Wine Institute as a center for classes a training winery and activities center to prepare students for jobs in the industry and to function as a research resource for all of Southern Oregon.

THE MUNICIPAL ORGANIZATION

The City of Roseburg is a home rule, full service city, operating under the Council/City Manager form of government. The Mayor is elected at large for a 2-year term and 8 Council members are elected, two from each City ward, for a 4-year term. The City Manager and Municipal Judge work directly for the City Council. The City Manager supervises all City employees. There are 160.35 City employees providing a full range of City services. There are three bargaining groups, IAFF, RPEA and IBEW, along with management and mid-management employees. The City consists of 10.6 square miles with an annual total budget of \$61,504,525 and a General Fund budget of \$27,398,889.



THE POSITION

The Community Development Director reports directly to the City Manager. This is an exempt position subject to the City's Personnel Policies, Employee Handbook and Management Pay Plan. The Director performs highly responsible administrative work in planning, organizing, coordinating and directing the activities of the Community Development Department consisting of economic development, planning, building and code enforcement functions.



Coordinates department activities with other City departments, Douglas County, State agencies and other entities on site plan review, subdivision review, land use changes, transportation issues, economic development activities and other related matters.

THE IDEAL CANDIDATE

The City places a high priority on customer service and community relations. The Director will be looked upon to provide professional interaction with Staff, City residents, the City Council and community partners. The Director must manage time efficiently and be able to provide a "big picture" viewpoint and a blueprint for the future based available resources. Candidates should hold a four-year college degree in planning or closely related work; five years experience with a local government agency, including at least three years with supervisory or administrative experience. Thorough knowledge of land use and planning issues. Possession of a valid Oregon operator's license at the time of employment with acceptable driving record. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above. A post-offer physical is required.



Duties: Manage department personnel. Apply sound supervisory and personnel principles and techniques. Ensure employees are adequately trained. Manage department resources including budget, materials and equipment for maximum efficiency and service. Assist City Manager in formulating policies and procedures for departmental organization and operation. Maintain communications and coordination with the City Manager, City Council, applicable commissions, other agencies, co-workers and the public. ***Serve as a member of the City Management Team.***

Conduct studies related to development, implementation and administration of the Comprehensive Plan and Planning Commission, Economic Development program and Historic Preservation program. Prepare reports of findings and recommendations; communicate related information orally and in writing to the City Manager, City Council and various commissions.



The candidate should have:

Considerable knowledge of: supervisory and administrative principles and practices; transportation systems and issues. General knowledge of urban renewal principles desired.

Ability to: successfully manage multiple projects; tabulate and evaluate economic, demographic and natural resource information and prepare related reports; communication information in a clear, concise manner and in public meetings; evaluate graphic layouts; interpret laws, rules and regulations; work effectively with the public, other agencies, co-workers and department heads; direct and coordinate the activities of department staff; identify problems and implement a plan of action; interpret policies and procedures to employees and the public; prioritize changes and work well under pressure; make decisions independently in accordance with established policies and procedures; use initiative and judgment in completing tasks and responsibilities; work independently and manage time efficiently; communicate effective in oral and written form; establish and maintain records, reports and statistical data.



COMPENSATION

Salary is subject to negotiation. Range of \$7890-\$9150/month. The City provides medical, dental, vision, long term disability and life insurance. Employees contribute toward the medical premium based upon the level of coverage. A deferred compensation plan is available. The City participates in the State of Oregon Public Employees Retirement System and currently pays the entire contribution on behalf of the employees. There are 11 paid holidays and 40 hours Administrative Leave. Sick leave is earned at 8 hours per month with no maximum accrual at this time. Vacation is earned based upon years of service. Other benefits may be subject to negotiation with the selected candidate.



TO APPLY

Complete and submit City of Roseburg application form to Human Resources, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470; call Jobline 541-492-7010 or download from www.cityofroseburg.org. Electronic submissions shall not be accepted.

**Filing Deadline: Open until filled.
First review October 24, 2016**

Following the above date, applications will be screened according to the qualifications outlined herein. Suitable candidates may be invited to personal interviews. The City Manager reserves the right to make this determination. All candidates will be advised of the status of their application.