



Accepting Applications for:

ASSOCIATE PLANNER

**\$5,242-\$6,901/Month 2019 Wages, Plus Excellent Benefits
FIRST REVIEW November 26, 2019 (OPEN UNTIL FILLED)**

This is a two-year position.



WHY APPLY?

We are growing! The City of Ridgefield, located in northern Clark County approximately 10 miles north of Vancouver, WA and 14 miles north of Portland, OR, Ridgefield is a rapidly growing community. The City encompasses nearly seven square miles, has a population of approximately 8,500, and offers a great community to live and work:

- Ridgefield's rolling hills, the picturesque Ridgefield National Wildlife Refuge, and historic downtown create a welcoming small town feel.
- The quantity and quality of buildable residential, commercial and industrial land will allow Ridgefield to continue to be a well-balanced, vibrant community.
- The area offers an outstanding quality of life with affordable housing, excellent schools, extraordinary outdoor recreation opportunities, a rich history, a mild climate, wineries, unique shopping, restaurants, and much more.

This is a challenging and rewarding career opportunity for a Planning professional who would like to make a difference in an active community that takes pride in its history and natural beauty.

THE POSITION

Under the guidance of the Community Development Director this position will perform professional-level work in planning and development review for the City of Ridgefield. The focus of the position will be current planning and development review with the opportunity to work on long range projects.

The position provides complex and advanced planning assistance to the City, exercises independent judgment on a variety of planning issues, makes recommendations on department operations, and prepares and presents planning related reports and studies to the Planning Commission. Examples of job duties include:

- Analyze and review development proposals or applications such as re-zoning requests, preliminary and final plats, minor subdivisions, architectural reviews, development permits, variance applications, minor building permits, and temporary use permits for compliance with appropriate planning principles, regulations, and policies.
- Assist in the development and implementation of growth management, land use, housing, facilities or other plans and codes to meet the City needs.
- Confer with architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
- Organize and facilitate meetings with developers and community groups to introduce and discuss new development proposals and planning projects.
- Identify community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning.

- Develop strategies to promote economic and community development of efficient land use consistent with community goals.

THE IDEAL CANDIDATE

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered. A typical way to obtain the knowledge and abilities would be:

1. A Bachelor's Degree from an accredited four-year college or university with major coursework in Urban Planning or a related field.
2. Two years of professional experience in planning, zoning and/or related community development activities in a municipal setting.
3. In-depth knowledge within one or more planning specialties such as economic development, comprehensive planning, environmental planning, or current planning.

All employees are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy; specifically: Work and act as a team player in all interactions with other city employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

COMPENSATION & BENEFITS

Starting salary is dependent upon experience and qualifications. The City offers a generous and competitive benefit package which includes family and domestic partner health benefits such as medical, dental and vision. Coverage is provided through Regence Blue Cross Blue Shield or Kaiser. Other benefits include an Employee Assistance Program, long-term disability benefits, life insurance, flexible spending, paid holidays, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System.

HOW TO APPLY

A resume, cover letter, and a completed City of Ridgefield employment application are required. Your cover letter should be no more than two pages and should describe your qualifications related to the position and interest in working for the City of Ridgefield. The City's employment application is available at <http://www.ridgefieldwa.us>.

Selected candidates will be invited to participate in an interview process. References will be contacted only following candidate approval.

All qualified candidates are strongly encouraged to apply.

Your completed application should be delivered to:

Lee Knottnerus
City of Ridgefield
PO Box 608
230 Pioneer Street
Ridgefield, WA 98642
Lee.Knottnerus@ci.ridgefield.wa.us

The City of Ridgefield is an Equal Opportunity Employer.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.