



**CITY OF RIDGEFIELD**  
Invites applications for the position of:

**SENIOR PLANNER  
COMMUNITY DEVELOPMENT DEPARTMENT**

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**SALARY RANGE:** \$77,850 - \$102,513/annually depending on qualifications

**CLOSING DATE:** Position is open until filled. FIRST REVIEW on JANUARY 31, 2022

**RIDGEFIELD COMMUNITY**

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 fastest growing in Washington State. The City encompasses nearly seven square miles, has a population of approximately 11,500, 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 area offers an outstanding quality of life with a variety of housing options, excellent schools, extraordinary outdoor recreation opportunities, a rich history, a mild climate, wineries, unique shopping, restaurants, and much more.

**COMMUNITY DEVELOPMENT DEPARTMENT**

This position reports directly to the City's Community Development Director. The Community Development Department consists of a Planning Division and a Building Division that work together to implement the community's vision for the city, plan for the future, and regulate development. The City's growth and mission of the Community Development Department will create varied and interesting tasks and a challenging career opportunity for a qualified professional who would like to make a difference in an active community.

**POSITION DESCRIPTION**

The Senior Planner performs advanced and varied professional work related to a variety of current and long-range planning assignments. They will work in a highly collaborative environment including planners, engineers, permit technicians, consultants, and other individuals and City departments. Specific duties may include:

1. Manages the technical review, recommendation, and decision preparation for land use applications, to include complex subdivisions, site plans, annexations, and zone changes.
2. Interprets and applies applicable state, county, and local codes, ordinances, and regulations.
3. Communicates with City staff, agency staff, developers, and members of the public a wide range of projects, including politically sensitive proposals.
4. Writes, or assists in writing, ordinances and regulations relating to development controls.
5. Conducts policy research and community engagement for long-range planning efforts.
6. Assists the Community Development Director to develop a framework for the City's 2024 Comprehensive Plan update, reviews consultant proposals, and coordinates with the consultant team developing the plan.
7. Presents reports and other findings related to both current and long-range projects to staff and Planning Commission.

## **EMPLOYEE BENEFITS**

The City of Ridgefield offers a comprehensive benefits 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, paid holidays, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System.

## **QUALIFICATION REQUIREMENTS**

The City is looking for an experienced and qualified Senior Planner who is able to take on Responsibilities with very little supervision.

*Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.*

1. **Education:** Master's degree in Urban Planning, Public Policy, or a related field.
2. **Experience:** Four years related experience.
3. **Certifications:** AICP certification preferred.
4. **License:** A valid Washington state driver's license with a good driving record.
5. **Skills, Knowledge and Abilities** to perform the essential functions of the job.

Individuals are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy; 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.

## **HOW TO APPLY:**

Interested candidates must submit the following materials:

1. A completed Application for Employment.
2. A cover letter explaining why the candidate is interested in the job position, strengths and weaknesses in the job, and a short summary of why the candidate is qualified for the position.

The Application for Employment can be submitted on-line at: <https://ridgefieldwa.us/government/job-opportunities>.

More information about the Community Development Department and job opportunities are available on the City's website at [www.ridgefieldwa.us](http://www.ridgefieldwa.us) or by calling Human Resources at 360-887-3557.

***The City of Ridgefield is an equal opportunity employer committed to attracting and retaining a diverse mix of talented people who want to come, grow, and do their best work here. Together, we strive to create and maintain a working environment that is inclusive, equitable, welcoming and that provides the best possible services for our community.***

*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.*