

# EMPLOYMENT OPPORTUNITY

**Position: City Planner / GIS Specialist  
(Part Time up to 20 hours per week)**

**Annual Salary: \$31,200 - \$41,600**

## **Work Description:**

The City of Vernonia is soliciting resumes and proposals from qualified persons (or firms) to provide planning services for and on behalf of the City of Vernonia. The estimated hours required are up to 20 per week. The selected person will work with and report to the City Administrator.

## **City Planner Job Description**

Plans, directs and reviews the activities for the City planning, zoning and development issues and activities; coordinates assigned activities with the City and outside agencies; provides policy, technical and administrative support to the City Administrator, Mayor, City Council, Planning Commission, and other applicable City Divisions. Receives general administrative direction from the City Administrator and planning/policy direction from the Mayor, City Council, and Planning Commission. Position Reports to City Administrator. The City Planner is responsible for processing, tracking and approval or denial of a variety of applications for land use and land division, development applications and permits, zoning and rezones, development agreements, land use code and comprehensive plan amendments.

Knowledge of principles, procedures, standards, practices, and information sources of municipal urban planning and development. Knowledge of the Oregon Land Use Planning System and of applicable local, State and Federal laws and regulations regarding general plans, zoning, land division and the environment. Knowledge of land use, physical design, environmental and/or social concepts to the planning process; ability to analyze and solve complex problems.

Ability to prepare clear and concise reports, correspondence and other written materials; ability to work with the general public, elected officials, government and private agencies as well as other City staff; ability to prioritize multiple projects and multiple schedules. Proficient use of both written and oral communication is required. Must have a comprehensive knowledge of Microsoft Office word processing and spreadsheet programs, database management practices and good knowledge of GIS applications.

## **GIS Responsibilities Description:**

The City Planner will function as GIS Specialist and will plan for and implement all aspects of the City's Geographic Information Systems (GIS)-related projects including facilitating project teams, identifying resources and establishing project objectives, timelines and milestones and developing standards for GIS deployment and use. Be able to manage the City of Vernonia GIS data base and oversee the Master Plan for the City.

Responsible for performing project management leadership in all aspects of assigned projects involving the creation and editing of geographic data bases using GIS software such as, ARC/INFO, ARC/VIEW, and/or MAPP/INFO to generate resultant mapping and other relevant geographic information.  
Knowledge of GIS mapping software products including ESRI ArcGIS

### **Minimum Qualifications**

Broad knowledge of planning, and community development. A bachelor's degree in planning or related field and a minimum of three (3) years of planning experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. Comprehensive knowledge with computer software, including Excel, Word, Access, Powerpoint and Outlook, and a good knowledge of GIS Applications.

### **Preferred**

Desired: Prior experience in the public sector

Desired: Knowledge of the Oregon Land Use Planning System

Master's Degree desirable

### **How to Apply**

Fill out an application at [www.vernonia-or.gov](http://www.vernonia-or.gov), or contact Angie at: [financial@vernonia-or.gov](mailto:financial@vernonia-or.gov)

### **Interested applicants should forward a City Application, Cover Letter and Resume to:**

Angie Handegard: City of Vernonia, 1001 Bridge Street, Vernonia, OR 97064

or email

[financial@vernonia-or.gov](mailto:financial@vernonia-or.gov)

**Application Deadline: June 15<sup>th</sup>, 5:00 pm**