



## City of Coos Bay, Oregon Community Development Director

\$85,272 to \$108,826 annually DOQ  
plus excellent benefits

### THE DEPARTMENT

The Community Development Department is one of seven city departments providing service to the residents of the largest city on the Southern Oregon Coast. This is a newly formed department formed by transferring a portion of Public Works Department and URA Economic Revitalization Division functions and personnel, and creating the director position. Services provided by this department include planning and zoning, building codes administration and permit processing, code enforcement, business licenses, administration of the city's two urban renewal district plans and programs, and economic development. The department director works under the general direction of the City Manager who outlines broad policies and objectives and reviews work on the basis of results obtained.

### THE POSITION

The Community Development Director organizes, directs, and supervises the varied activities of the Community Development Department and is responsible for the City's economic development functions for creation and implementation of current and long-range comprehensive planning, and administration of the City's Downtown and Empire Urban Renewal Districts. The director interprets land use laws, ordinances, rules and regulations for developers and the general public, manages the City's building codes administration, permit processing and code enforcement functions, oversees preparation of grant proposals and environmental impact studies, manages the City's Façade Improvement Program, develops marketing strategies to attract new businesses to the City, and administers department budget and personnel actions.

### THE COMMUNITY

With a population of 16,060, Coos Bay is the Oregon Coast's largest city. The beautiful Coos Bay is located midway between San Francisco and Seattle, and it is a two-hour drive from Eugene, Oregon the second largest city. A

regional airport offers daily direct flights to San Francisco and Portland. Along with its contiguous city, North Bend, Coos Bay forms a community of 35,000 that is southwestern Oregon's commercial and retail center, and its professional, medical, educational, and cultural hub. Bay Area Hospital is a publicly owned care facility, and it is the largest hospital on the Oregon Coast. The hospital and its medical staff of 130 physicians offer a comprehensive range of diagnostic and therapeutic services. As the medical center for Oregon's South Coast, Bay Area Hospital offers a comprehensive range of medical services including laser treatments, MRI, CT, mammography, stereotactic breast biopsy, and laparoscopy procedures. The Radiation Therapy Center provides cancer patients with treatments, surgical intervention and chemotherapy. An expansion in 2011/2012 added 97,000 sf and includes new clinical services for interventional cardiology, wound care, improved ICU, inpatient dialysis, and new private patient rooms. The region is served by three well-established medical clinics; Bay Clinic, North Bend Medical Center, and South Coast Orthopedic Associates.

Southwestern Oregon Community College has a 125-acre campus and is located in the western part of the city. SWOCC provides a variety of career programs, first and second year college level course, and upper division courses offered through extension programs of Linfield College, Southern Oregon University, Eastern Oregon University, OHSU and Oregon State University. Financial aid, student housing, fitness center, and food services are a few of the amenities offered by the college. The college is home to the Oregon Culinary Institute and also serves Curry County with the new Brookings campus. The University of Oregon's Institute of Marine Biology in the nearby fishing village of Charleston is a year-round research facility and educational center.

Primary and secondary students are served by the Coos Bay School District. Well-coordinated programs provide students with strong basic skills and specialized training. The district is comprised of one high school, one intermediate school, three elementary schools and the



Harding Learning Center which incorporates several alternative-school programs. Olympic runner Steve Prefontaine and Oregon Ducks current head football coach are just two of many noteworthy Marshfield high School graduates. Private schools in the area include Kingsview Christian School, Christ Lutheran Church, and Lighthouse Charter School.

The Coos Art Museum offers world-class exhibits and art classes. Other highlights include the Coos Historical and Maritime Museum plans for construction of a new facility, public plaza and wharf complex on the Coos Bay waterfront. The nationally acclaimed Oregon Coast Music Festival is held every July and the area hosts celebrity performances throughout the year, and is home to live theater groups and several art galleries.

The City has an extensive parks system which includes two boat ramps, the downtown boardwalk and dock, and several neighborhood parks. Mingus Park and John Topits Park are the City's two largest and most popular parks. Mingus Park is located a short walk from the downtown business district. The park encompasses 57 acres and features a lake, walking paths, arboretum, municipal outdoor swimming pool, a children's play area, and an oriental garden. John Topits Park is located in the northwestern section of the City and is a 120 acre natural area encompassing Empire Lakes and protected coastal dune and forest land. This is a popular area for hiking, biking, fishing, and canoeing.

Coos Bay is surrounded by lush forests, the Pacific Ocean, inland waterfalls, rivers, lakes, and the picturesque bay, widely varied outdoor activities are enjoyed year-round from fishing and crabbing to kayaking, boating, and other water sports. Nearby golfing opportunities include Bandon Dunes Golf Resort's award-winning courses. Hiking trails abound through inland forests and along coastal headlands, providing spectacular ocean vistas and a close view of nearby sea lion colonies. Beach combing, whale watching, tide pool exploration, birding and winter storm watching are popular pastimes on miles of beautiful, publicly-owned sandy beaches.

Area parks include Shore Acres State Park perched on rugged cliffs above the ocean near Coos Bay. Once a famed estate, Shore Acres features formal gardens and an annual holiday lights display with over 275,000 lights from Thanksgiving through New Year's. Nearby, wind-sculpted sand dunes provide unique recreational opportunities in the Oregon Dunes National Recreational Area which spans 40 miles along the ocean.

## THE CITY

The City of Coos Bay operates under a Council-Manager form of government. Mayor Crystal Shoji is serving her second term as Mayor having been elected in 2010. The City Council is made up of one elected Mayor serving a two-year term and six elected Councilors who serve staggered four-year terms. Coos Bay operates as a charter code city. The City is a full-service city with departments including City Manager, Finance, Fire, Library, Police, Public Works, and Community Development. The FYE 2013 annual operating budget for the City is \$51,326,824. The City employs a total of 105 employees (89 full-time and 16 part-time).

## ISSUES FACING THE CITY

The City is taking an active role in economic development and positioning the City for growth. There are a number of possible large developments within and outside the City. In partnership with the Coos Bay Downtown Association, the City was accepted into the Oregon Main Street program in January 2012. When the City grows, it is important that the growth be intelligent and well managed. Economic development that brings family wage jobs to the community will be important to the continued development of Coos Bay. Like most cities in Oregon, due to previous state legislation and the overall economic downturn, the City is presented with the opportunities and challenges associated with providing municipal services to our community, and maintaining and upgrading its parks, streets, facilities, and wastewater/stormwater treatment system.

## THE IDEAL CANDIDATE

The City of Coos Bay seeks an energetic, multi-visionary leader with thorough knowledge of the principles and procedures of community planning and development, public administration, and economic development. This individual will possess considerable knowledge of government agencies, legal and Oregon specific land use requirements and procedures pertaining to all phases of community development and planning programs. The new director will also have considerable knowledge and proven effectiveness of supervisory and administrative principles and practices associated with budgeting and personnel administration. This candidate will have proven ability to plan, organize, direct, and evaluate the work of subordinate employees performing various functions.



The successful candidate will be able to perform research, compile technical data, draft recommendations and present them orally and in writing, in a clear and concise fashion as well as the ability to discern appropriate program and planning direction, develop, recommend and implement comprehensive plans and supervise the completion of projects in a timely fashion. This individual will be able to comprehend and interpret laws, ordinances and codes, and work with diverse groups and within the varied political and social environments encountered. Also desired from this candidate will be the ability to select proper research and prepare grant proposals.

The candidate will be able to develop and maintain positive cooperative team-oriented relationships with co-workers, supervisors, managers, and others they come in contact with. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Five years of increasingly responsible experience in local government work including Urban Planning, Economic Development and Revitalization and Public Administration. Completion, or the equivalent, of a job-related four-year college degree program, plus related work experience in public administration, or any combination of experience and training that provides the required knowledge, skills, and abilities. Three years of supervisory experience required. AICP certification and a Masters Degree in appropriate program preferred.

## COMPENSATION

- Salary: \$85,272 - \$108,828 (annually) DOQ
- Deferred Compensation: Employees may contribute to a 457 Deferred Compensation Plan with any of four programs currently offered.
- Retirement: The City is a PERS employer and pays the employee's 6% contribution as well as the Health Insurance full family coverage on a Regence Blue Cross/Blue Shield of Oregon HDHP-2 (High Deductible Health Plan) for medical, prescription, and vision as well as ODS full family dental coverage. The City picks up 90% of the total monthly premium cost. A Health Savings Account or a Health Reimbursement Account is also offered to employees upon qualification with \$2,500 (Individual) or \$4,000 (family) annual contribution provided by the City.
- Life/ADD and Long Term Disability Insurance: The City provides long term disability and life insurance policy.

- Vacation: Employees earn paid vacation leave based on length of service. Starting vacation accrual is 160 hours per year and one administrative day per month.
- Sick Leave: Paid sick leave is accrued at eight (8) hours for each full calendar month worked.
- Holidays: Employees receive eleven (11) paid holidays.
- Relocation allowance for ideal candidate.

## HIRING PROCESS TIMELINE

- Application Acceptance Period: April 1<sup>st</sup> - April 22<sup>nd</sup>
- Review of Submitted Applications: April 23<sup>rd</sup> - April 25<sup>th</sup>
- Notify Applicants of Process Status: April 26<sup>th</sup>
- Panel Interview of Selected Applicants: May 13<sup>th</sup>
- Notify Applicants of Process Status: May 17<sup>th</sup>
- City Manager Interview of Finalist: May 20<sup>th</sup>  
(phone interview)
- Reference and Background Check of Finalist  
Starting: May 20<sup>th</sup>
- Projected start date: June 10<sup>th</sup>

## TO APPLY:

City of Coos Bay is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by

**5:00 p.m. April 22, 2013**

To obtain an application and specific requirements call (541) 269-8912 or visit the City's website at [www.coosbay.org](http://www.coosbay.org) and select *Job Opportunities*. Emailed applications are acceptable. Please send a letter of interest, resume, completed city application, and three references to:

City of Coos Bay  
City Manager's Office  
500 Central Avenue  
Coos Bay, OR 97420

