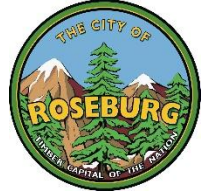


## **EMPLOYMENT OPPORTUNITY**

**City of Roseburg, Oregon**

**ASSOCIATE PLANNER**

**\$31.4219 - \$40.0978/hour**



**Applications Close – 5:00 p.m., Monday, June 9, 2025**

*Essential competencies of this job are described below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.*

### **DEFINITION**

Performs professional research and writing relating to current and long-range planning programs, special projects and studies. Assists in receiving and analyzing land use applications, preparing written staff reports and recommendations on those applications and presenting recommendations to public decision-making bodies. Works under the direction of the Community Development Director or designee. Supervision of employees may be required of this position.

### **ESSENTIAL FUNCTIONS**

*Unless specifically identified as a “Non-Essential Job Function”, the information included in this job description, and any referenced supplemental documents, is considered an “Essential Job Function”. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.*

*The following information is not all-inclusive.*

- Assists in developing grant proposals for the City to initiate new programs.
- May coordinate citizen involvement activities including public meetings, neighborhood meetings and meetings associated with infrastructure.
- Provides information and advises the public concerning the effect of the City Ordinance requirements and City policies on the use of property.
- Analyzes individual land use applications for conformance with City Ordinance requirements and policies; prepares written evaluation.
- Conducts various special studies and projects, as assigned by the Community Development Director or designee.
- Provides staff support to public bodies including presentations to commissions and committees during work sessions and public hearings.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of City planning principles, practices and trends.
- Knowledge of Land Use and Development Ordinance and other related planning ordinances.
- Knowledge of research methodology and statistical techniques and ability to apply both to planning issues.
- Knowledge of legal practices and terminology as applied to City planning.
- Familiarity with engineering principles at City scale and at project scale.
- Knowledge surrounding the use of GIS software programs.
- Reasonable knowledge of supervisory and administrative principles and practices.

- Ability to read, understand and interpret complex legal and regulatory information.
- Ability to work with members of the public in a professional and consistent manner.
- Ability to analyze data and produce reports.
- Ability to communicate both verbally and in written form.
- Ability to form input and extract data from computers.

## **WORK STANDARDS**

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Accept supervision and constructive criticism.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action within industry standards and departmental guidelines is stressed.

## **EDUCATION & EXPERIENCE**

*Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.*

Education: Bachelor's degree in urban planning or closely related field.

Experience: Two years of experience in land use planning.

Any satisfactory combination of course work, experience and training which provides the required knowledge, skills and abilities may substitute for the above.

## **SPECIAL REQUIREMENTS & CERTIFICATIONS**

Completion of background investigation to the satisfaction of the City.

## **WORKING CONDITIONS**

*The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability to perform the essential jobs functions, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.*

While performing the duties of this job, work is performed primarily indoors in mostly office settings, with a noise level that is usually quiet; at times work may be performed outside with a noise level and weather which may vary. May require bending, hearing voice and telephone conversation, seeing, keyboarding, sitting and standing for extended periods of time. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

*The factors described herein are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as an Associate Planner.*

## BENEFIT SUMMARY

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long-Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at <https://www.cityofroseburg.org/departments/human-resources/employee-benefits>

### Insurance Benefits:

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan.
- Long-term disability insurance, provided by the City.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

### Additional Benefits:

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP)
- The City has a fully equipped fitness center available 24 hours a day.

## VETERANS' PREFERENCE

The City of Roseburg follows Oregon law regarding Veterans' Preference; you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

## HOW TO APPLY?

Complete an application form available via one of the following methods.

**Electronically:** <https://www.cityofroseburg.org/departments/human-resources/employment>

**In-Person:** City of Roseburg – Administration, 900 SE Douglas Avenue, Roseburg, OR 97470

**Email:** [jobs@roseburgor.gov](mailto:jobs@roseburgor.gov)

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

**Selection Process:** Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

**Questions:** Please direct questions to the City of Roseburg Administration Office at 541-492-6866.

**Equal Opportunity Employer**

## Roseburg – The Hub of Southern Oregon

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low, and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States.

Roseburg is the county seat and largest city in Douglas County. The population is 24,258 with an urban daytime population of approximately 60,000. 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, and there is a thriving community theater group with its 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, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high-quality living environment at a reasonable price. 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.

For Roseburg area tourism information go to [www.experiencerooseburg.com](http://www.experiencerooseburg.com)

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 through support 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.

Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all Southern Oregon.

