



CITY OF CANNON BEACH

Community Development Director

Cannon Beach Oregon

\$100,000 to 119,000 plus excellent benefits

The City of Cannon Beach is offering an excellent career opportunity to lead the planning and building programs in a unique coastal village on the North Oregon Coast.

THE COMMUNITY

Where the mountains meet the sea, Cannon Beach is a charming town nestled next to the awe-inspiring Pacific Ocean and the towering conifers of Ecola State Park on the North Oregon Coast. Located an **hour west of the Portland metro area**, the village (population 1,489) is **one of Oregon's most popular tourist destinations** thanks to its unparalleled beaches, thriving arts community, boutique stores, quality restaurants and brewpubs, and boundless recreation opportunities. The city, home of the iconic Haystack Rock, was deservedly listed by *National Geographic* as one of the **100 Most Beautiful Places** and **21 Best Beaches in the World**.

Cannon Beach is a close-knit community whose residents care deeply about their city. **Volunteerism and public involvement** are hallmarks of the town, with strong support for local non-profit organizations, an ethos of **environmental stewardship**, and robust participation in public policy development processes. Community spirit runs deep, and residents enjoy their **high quality of life** and status as one of the **safest cities in the state**. With its festive atmosphere, Cannon Beach is home to numerous prominent events including the Cannon Beach Sandcastle Contest, Savor Cannon Beach, the Stormy Weather Arts Festival, and Haystack Holidays.

THE ORGANIZATION

The City of Cannon Beach employs a **council-manager form of government**. Four Councilors and the Mayor are elected at-large for four-year terms, with a limit of eight years continuous service per member. The City employs 42.125 full-time employees and its 2022-23 budget is approximately \$45 million. Departments include Executive, Community Development, Police, Finance, IT, and Public Works, as well as community programs including the Farmers Market and the Haystack Rock Awareness Program. Fire service is provided by the Cannon Beach Rural Fire Protection District.

(Possible sidebar)

The City

- Population 1,489
- City Budget \$45 million
- City Departments
 - Executive
 - Community Development
 - Building

- Housing
- Planning & Zoning
- Police
- Public Works
- Finance
- IT

Community Development Department

- 4.0 FTE (including Director)
- Department Budget \$659,000

Community Programs

- Haystack Rock Awareness Program
- Farmers Market

Plus

- Ecola Creek Forest Reserve
- Stunning beaches
- Natural splendor
- Vibrant arts community
- Gourmet food and drink
- Community spirit
- Civic involvement

THE POSITION

Under the direction of the City Manager, the Community Development Director manages the City's long and short-range community development programs and projects, administers the City's Comprehensive Plan, and implements adopted development goals and visions for the community. The Director ensures compliance with City and State land use policies and regulations, evaluates land use development applications, analyzes development trends, and conducts special studies. He/she also oversees and directs the work of the City Building Official, consultants, the city short term rental program, and other city programs.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum of five years of demonstrated progressively responsible professional experience in the field of comprehensive planning, zoning and project administration, including three years in a supervisory or lead capacity. Graduation from an accredited college or university with a Master's Degree in Urban Planning, Social Science or a related field such as Economics, Business or Public Administration is preferred. Membership in the American Institute of Certified Planners (AICP) is preferred.

Any satisfactory equivalent combination of education and experience, which ensures the ability to perform the work, may be substituted for the above.

THE IDEAL CANDIDATE

The Community Development Director must create and sustain a positive and collaborative work environment, effectively modeling the City's values in working with staff, other departments and community partners. This includes a professional approach that models and supports an emphasis on problem-solving, critical thinking, effective communication, continuous improvement, and **effective and efficient service delivery** to the public and co-workers.

An ability to be **even-handed and respectful** of differing perspectives and interests is critical. The Community Development Director must be able to exercise planning functions and make decisions in an objective and competent manner, while maintaining an open mind and active listening practices. Capacity to work effectively with a variety of actors including the business community, developers, individual homeowners, and other entities is essential. An inclination toward **consensus-building**, and a willingness to be an impartial player in challenging community conversations is important. Negotiation skills and an ability to be creative and adaptable are essential to success.

Knowledge and **understanding of Oregon's Statewide Planning Goals and Guidelines**, with particular emphasis on the those Goals pertaining to coastal environments, is vital. Experience working within Oregon's unique system of land use regulation is preferred.

Demonstrated ability to **effectively engage with advisory committees** and other policy making bodies is important. The Community Development Director will interface often with the Planning Commission and the Design Review Board, and must be able to **foster effective working relationships** and help ensure these bodies continue to operate in a productive fashion.

A commitment to building positive, **collaborative relationships with City leaders**, and engaging in frequent and open communication through email, phone, and in-person meetings is imperative. The Community Development Director must work closely with the City Manager and provide **accurate and complete analysis** to inform policy decisions.

An ability to foster **meaningful citizen engagement** in policy development processes and a commitment to the principles of **transparency, inclusion, and public participation** is necessary. Cannon Beach citizens are passionate about their community and are active in civic decision-making, particularly with regard to land use planning.

A genuine appreciation for the unique qualities that make Cannon Beach a charming seaside village, including the breathtaking natural surroundings, ethos of environmental stewardship, vibrant arts community, numerous shops and restaurants, and thriving community atmosphere, will be central to success.

MAKE AN IMPACT

The Community Development Director position represents an opportunity to provide stewardship of a distinctive village community, helping preserve the unique characteristics that make Cannon Beach a singular gem of the Oregon Coast.

Community Character Preservation

Residents of Cannon Beach seek to sustain the qualities that make the community attractive and inviting with a strong sense of place and high quality of life, as articulated in the City's Comprehensive Plan and other official documents. The Community Development Director will be central to maintaining these characteristics, including stewardship of the natural environment, planning and design controls promoting the town's aesthetic appeal, balancing the needs of residents with the importance of facilitating tourism, community participation, support of the arts, community diversity, and maintaining a small-town atmosphere. The City has initiated a Code Audit process and is in the process of updating its Development Ordinances. The Community Development Director will provide leadership in these revisions to Titles 16 & 17 of the Cannon Beach Municipal Code.

Transportation System Planning

The City just completed its first Transportation System Plan and is committed to parking and transportation improvements over the next ten years to improved the quality of life for residents, as well as seasonal guests. With the seasonal influx of up to twenty thousand guests per weekend, Cannon Beach TSP provides a list of transportation management projects and programs to help alleviate some of these stressors. The Community Development Director will provide support to City Officials as they prioritize this work.

Oceanfront Management

While Cannon Beach treasures its oceanfront, there are many challenges from foredune management, shoreline structures and beachfront erosion, when considering a future of sea level rise. The Community Development Director will play a central role in balancing the desire to maintain the city's spectacular vistas with the need to manage natural systems in an ecologically conscious and sustainable manner. The City is engaged in a Sea Level Rise Adaptation and Mitigation Study, with federal, state and county partners, and the Director will provide support to partners, citizens and officials as plans develop from this exciting study.

Affordable Housing

Though the local economy, as well as ^{SEP} City services, are dependent on employees who are invested in the community, only ^{SEP} a small percentage of Cannon Beach's workforce can afford to live in the town. The City has made a long-term commitment to address the affordable housing shortage and provides leadership to the Clatsop Regional Housing Task Force.

Short Term Rentals

Many Cannon Beach property owners choose to rent their homes to visiting vacationers. The Community Development Director is responsible for managing the short-term rental program in

a manner that weighs the interests of property owners and the importance of tourism, while being mindful of the desire to preserve sustainable housing costs for residents and provides leadership for the Short-Term Rental Task Force.

COMPENSATION

Salary: \$100,000 to \$119,000; deferred compensation and flexible spending accounts available

Retirement: Oregon Public Employee Retirement System (PERS)

Insurance: Medical, dental, vision, life, short and long-term disability

Paid Time Off: Vacation, sick time, personal leave, holidays, bereavement leave

RECRUITMENT PROCESS

First Review of Applications: March 7-8, 2023

Preliminary Phone Interviews: March 14-15, 2023

Finalist Interviews and Selection: March 21-22, 2023

Questions may be directed to:

Jennifer Barrett, City Recorder, PO Box 368, Cannon Beach, 97110;
phone (503) 436-8052 or e-mail barrett@ci.cannon-beach.or.us.

Application:

www.ci.cannon-beach.or.us/jobs

Submit City Application, resume and cover letter to the Jennifer Barrett, no later than 5:00pm on March 6, 2023, for initial round of consideration.

The City of Cannon Beach is an Equal Opportunity Employer.