

JOB ANNOUNCEMENT



Assistant Planner

The City of Cottage Grove is now recruiting for an Assistant Planner to join our Public Works & Development Department. The Assistant Planner performs a variety of professional planning duties involving the evaluation and processing of current planning projects, analysis for long range planning, and supports the City's efforts to secure grant funding. The Assistant Planner reviews development applications and assures compliance with various City, County, State and Federal laws and codes; researches, prepares and presents reports and recommendations for the City at public hearings and meetings relating to land use and environmental impact; performs grant writing, project management, and grant reporting duties to assist the City Planner; reviews code amendments and comprehensive plan amendments; and informs the public, land developers and others of various laws, codes, regulation requirements and the Comprehensive Plan.

Excellent Benefits to Include:

- ✓ Regence Blue Cross/Blue Shield Medical Insurance
- ✓ Option of Two Dental Providers
- ✓ Vision Service Providers (VSP) Vision Insurance
- ✓ Long Term Disability
- ✓ Basic Life Insurance (15K) and AD&D (15K)
- ✓ Employer Full Paid Retirement under PERS
- ✓ 14.67 Hours Per Month Vacation/Sick Leave
- ✓ 40 Hours Floating Holiday (prorated if hired after January 1)
- ✓ 7 Paid Holidays Per Year

Full Job Description and application materials available on the City of Cottage Grove Website at:

<https://cottagegroveor.gov/jobs>

Job Opening Details

Position Opens: October 28, 2021

Position Closes: Friday, November 19, 2021 5 pm

Full-time position: 40 Hours Per Week

Salary Range: \$3,825.00 to \$4,882 Per Month, DOE

REQUIREMENTS

- High School Diploma or Equivalent.
- 2 Years' Experience in Planning and/or Community Development; in Land Use Planning.
- Bachelor's Degree in Planning, Public/Business Administration or related field; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

APPLY NOW!

Submit Application, Cover Letter, Resume Three (3) Work Related References, and Supplemental Questions to:

City of Cottage Grove, Human Resources Assistant Planner Recruitment

400 E Main Street

Cottage Grove, OR 97424

Email: payroll@cottagegrove.org

Phone: 541-767-4114

Questions, Contact:

Faye Stewart

Public Works & Development Director

Phone: (541) 942-3349, ext. 120