



COMMUNITY DEVELOPMENT DIRECTOR

ASTORIA, OREGON



EXECUTIVE
RECRUITMENT
PROVIDED BY



THE COMMUNITY

Astoria is a picturesque city of approximately 10,200 residents known for its rich history, beautiful architecture, and stunning natural surroundings. With over 213 years of history, Astoria is intrinsically linked to the Columbia River and the Pacific Ocean shaping the community's formation with trade, maritime activities, and natural resources.

The city's historic downtown and waterfront are filled with shops and galleries selling everything from antiques to local art as well as restaurants serving locally and globally inspired delicacies. Astoria is a success story in historic preservation with examples of buildings, community spaces, and Victorian style homes thoughtfully restored by individuals and community groups.

Astorians and visitors enjoy year-round events and festivals such as the Astoria Sunday Market, Astoria Crab, Seafood & Wine Festival, Clatsop County Fair & Expo, FisherPoets Gathering, Great Columbia Crossing 10K Run/Walk, Astoria Regatta Festival, Scandinavian Midsummer Festival, Astoria Pride Festival, Astoria International Film Festival and Festival of Dark Arts to name a few.

Astoria is home to a variety of employers, with industries ranging from healthcare, education, craft breweries, maritime industry, manufacturing, fishing and tourism. One of the largest employers in the area is Columbia Memorial Hospital, which provides healthcare services to the community and employs a large number of healthcare professionals. Other major employers in the area include the Astoria School District, Fort George Brewery, and the Port of Astoria. The U.S. Coast Guard maintains a strong presence in the community, operating out of their Astoria air station since 1964.

Astoria has several options for students of all ages. The Astoria School District serves K-12 students in several public schools, including Astoria High School, Astoria Middle School, Astor Elementary School, and Lewis and Clark Elementary School.

In addition to the public school system, Astoria is also home to Clatsop Community College, a two-year college that offers associate degrees and professional certificates in a variety of fields. For students interested in pursuing technical or vocational training, Astoria is home to the Marine and Environmental Research and Training (MERTS) campus and the Tongue Point Job Corps. Skills and educational attainment include maritime activities, fabrication, seamanship and trades.

Astoria serves as the county seat and is the regional hub of Clatsop County. It is an excellent destination and home for anyone looking to experience the beauty, history and culture of the Pacific Northwest.



GOVERNANCE & ORGANIZATION

The City of Astoria operates under a Council-Manager form of government, with four council members and a mayor elected to four-year terms.

The City is comprised of approximately 150 employees serving residents across eight departments, including police, fire, community development, parks and recreation, library, finance, human resources, and public works. The city is committed to being a welcoming and inclusive community and providing high-quality and responsive service while improving quality of life, supporting a healthy economy, and preserving Astoria's unique character.

The Fiscal Year 2024-2025 total budget for the City of Astoria is \$76,835,473.





ABOUT THE DEPARTMENT AND POSITION

Under the direction of the City Manager, the Community Development Director is responsible for leading, planning, and managing all operations and activities associated with:

- Land Use Planning
- Building Permitting & Inspection
- Economic Development & Urban Redevelopment
- Zoning Administration
- Code Enforcement
- Historic Preservation

The Community Development Director is a member of the City's executive team, managing a team of six full-time employees and \$2,218,420 operating budget. Direct reports include the Chief Building Official, City Planner, Associate Planner, Permit Technician, Code Compliance Specialist, Administrative Assistant as well as two (2) part-time staff members.

This position oversees the administration of the City Comprehensive Plan and the Development Code in addition to providing support to the Planning Commission, Historic Landmarks Commission, and Design Review Committee. As a key community partner, the Department also works closely with the Astoria Downtown Historic District Association, Clatsop Economic Development Resources (CEDR), Chamber of Commerce, and other state/local organizations.

The Community Development Department provides support to the Astoria Development Commission (ADC). The ADC was formed in 1979 and is the urban renewal agency for the City of Astoria. The Commission is comprised of the Astoria City Council members and its purpose is to administer the Astor-East and Astor-West urban renewal (tax increment financing) districts. Efforts in the Astor-East District have resulted in several new businesses being established including a multi-screen theater, a restored performing arts theater, a brewery and new downtown park. The Astor-West District encompasses most of the Port of Astoria and Uniontown Commercial District. Formed in 2002, the Astor-West District facilitates development of new projects and improvement of existing infrastructure.

PROJECTS IN THE QUEUE

- \$8M City Library Renovation
- Hospital Expansion
- Multiple Hotel Projects
- Housing Needs Analysis
- Update to City's Development Review Process

CHALLENGES, OPPORTUNITIES, & PRIORITIES

The new Community Development Director will take on a number of challenges in the short and long term, working alongside elected and appointed leaders as well as a talented and committed team to build upon the community's successful planning, development and revitalization efforts. Primary areas of focus will include:

Housing Initiatives – Astoria is facing challenges similar to other communities regarding the availability of market-rate housing. Based on recent census data, the City now has a population of just over 10,000, which adds a layer of requirements under Oregon Revised Statutes (ORS) Chapter 215. The Community Development Director will lead these activities beginning with a Housing Needs Analysis to determine housing types based on current inventory as well as buildable land supply.

Development Code – Astoria is undergoing significant development, not only in commercial and non-profit projects but public infrastructure as well. This has highlighted the need for a formalized site plan review process to better coordinate development projects within the city. The process to update the development code is underway but the new Community Development Director will be a central participant in managing the site plan review process for development projects within Astoria.

Comprehensive Plan – The City's Comprehensive Plan was last amended in 2016 and is in need of an update. Alignment of the Comprehensive Plan with policy priorities established by the City Council and other city-wide development initiatives will be critical.

Economic Strategy – Astoria has become a destination city but foundational industries still provide the core job base for the community. In 2017, the City adopted Advance Astoria, its economic framework for economic vitality. This plan requires an update to ensure Astoria continues to secure a sustainable economic future, which maintains a healthy business climate for growth and expansion with opportunities for emerging enterprises.



Photo Credit: Jadian Tadros

IDEAL CANDIDATE

The City of Astoria is looking for a knowledgeable, highly collaborative, and people-centric leader with the desire to immerse themselves in this special community that has unlimited potential. The right fit for this leadership opportunity will be someone who is:

Fully Engaged – Astoria is a welcoming community excited to share the unique personality of this beautiful town. The Community Development Director will need to be a leader who is accessible, listens, seeks to understand, effectively articulates the framework within which development decisions are made, follows through and helps find solutions.

Resourceful – this is a hands-on position for someone adept at wearing multiple hats. On any given day, you might be preparing for an upcoming presentation to the City Council in the morning and meeting with developers or residents in the afternoon. The Community Development Department handles everything from A to Z in a high touch community.

Proactive – the Department is well established as a responsive and helpful resource within the community. Opportunity exists to further standardize and streamline permit processes. Experience with review and remapping of workflows and inter-department coordination as well as expanded use of technology to significantly improve the ease of doing business is something our successful candidate will bring to this role.

Balanced – this beautiful community has a lot going on. The Community Development Director will need to have the ability to effectively prioritize and balance competing priorities. Consistency and open communication in the decision-making process will be key to success in this position.

Collaborative – Astoria is a relationship-based community. Everything is accomplished through working together toward the shared vision of preserving Astoria's unique character, enhancing livability and promoting a thriving economy.

KEY COMPETENCIES

Community Engagement

Zoning/Land Use

Relationship Building

Economic Development/
Redevelopment

Process Improvement

Solution Oriented

Historic Preservation

Business Acumen



Photo Credit: Jody Miller

COMPENSATION & BENEFITS

The target hiring range for this position is \$108,826 to \$132,278 depending on qualifications. Relocation assistance is negotiable.

RETIREMENT/PENSION (Defined Benefit Program) – the City is enrolled in Oregon PERS with set employer contribution rates and 6% pre-tax employee contribution. In addition, employees have the option to enroll in employee-paid 457 Deferred Compensation plans.

HEALTH & WELFARE BENEFITS – the City offers an excellent benefits package that includes wellness, medical, vision, dental, and prescription drug benefits.

PAID HOLIDAYS – 11.5 paid holidays per year.

PAID VACATION LEAVE – 12 to 25 days per year based on years of service; may cash out up to 96 hours annually within specific criteria.

PERSONAL LEAVE – 1 day per fiscal year.

PAID SICK LEAVE – 12 days per year.

STABILITY PAY – as a % added to base pay.

- 5 to 10 years – 2%
- 10 to 15 years – 3%
- 15 to 20 years – 3.5%
- 20+ years – 6%

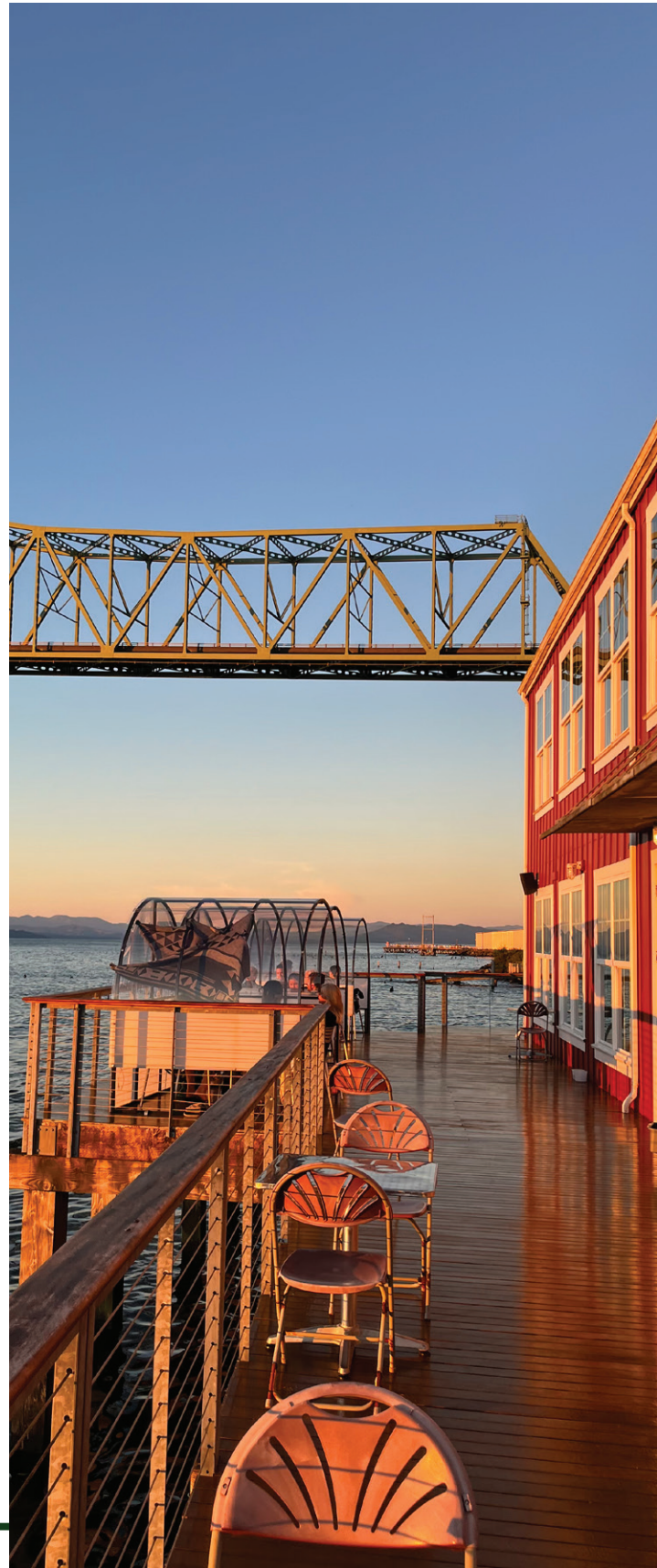
OTHER BENEFITS – City paid Life, Long-Term Disability and Accidental Death Insurance plus optional employee-paid Flexible Spending Account, AFLAC products and supplemental insurance.

EDUCATION & EXPERIENCE

The minimum educational requirement for this position is a bachelor's degree in Planning, Resource Management, Public Administration, or a related field and at least five (5) years of municipal development experience at the supervisory or department head level.

Knowledge and experience with Oregon land use and/or master's degree in a related field are highly desirable.

A combination of related education and experience that demonstrates the candidate's knowledge, skill, and ability to perform the position's essential duties may be considered.



APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

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The City of Astoria is an equal opportunity employer who hires and promotes without regard to race, color, gender, national origin, age, disability, religion or sexual orientation. Please inform us if you have a disability that requires accommodation.

RESOURCES

City of Astoria
astoria.gov

Astoria Community Development
astoria.gov/dept/Community_Development

Astoria Chamber of Commerce
oldoregon.com

Downtown Astoria
astoriadowntown.com

Tourism Destinations & Information
traveloregon.com/places-to-go/cities/astoria



Photo Credit: Jody Miller