



CITY OF HILLSBORO

Planning Division Manager





The Position

The Economic and Community Development Department is seeking a Planning Division Manager who serves as a pivotal strategic leader responsible for guiding and overseeing the Planning Division within the Community and Economic Development Department. This role is essential in leading a team of professional planners to ensure the successful implementation of the City's comprehensive plan, community development code, and overarching community goals. As a key advisor to City leadership, the Planning Division Manager collaborates with both internal and external stakeholders to shape the policies, programs, projects, and initiatives that directly enhance the community's well-being and long-term growth.

This position is distinguished by its focus on Division-wide leadership and strategic vision and is responsible for leading the entire Division and supporting cross-functional teams across the organization. The incumbent is expected to develop and execute a Division-wide strategy that aligns with the City's development objectives while working closely with other departments to synchronize planning efforts with economic development, housing, and community enhancement initiatives. Beyond high-level strategy, the Manager provides expert insights to senior leadership and maintains accountability for the Division's operational success. This includes developing work plans, overseeing major planning projects, and managing the Division budget, where the Manager oversees complex funding mechanisms and ensures optimal resource utilization specific to community development projects. To ensure continuous improvement and accountability, the Manager regularly monitors and evaluates divisional performance metrics and proactively adjusts strategies as needed to achieve desired outcomes.

The Planning Division Manager also serves as a technical authority, interpreting and enforcing zoning regulations, land use codes, and applicable laws to ensure development meets established standards. The incumbent utilizes technical tools, such as annexation and development agreements, to secure public benefits that may fall outside standard development codes. Furthermore, the Manager formulates and recommends new policies, ordinances, and resolutions that support sustainable planning objectives. Effective communication is a cornerstone of this position, and the Manager must be able to deliver presentations, facilitate public meetings, and articulate complex planning concepts in a clear and accessible manner to management, elected officials, community organizations, and the general public.

The Planning Division Manager possesses a strong administrative foundation, including a firm grasp of local government procurement, budgeting, and administrative processes. Candidates must demonstrate an exceptional learning aptitude and the patience required to absorb the sophisticated regulatory environment Oregon has with its unique land use system and Urban Growth Boundaries. Experience in the private sector is highly valued, as it allows the Manager to stand in the shoes of applicants and understand market conditions.

A significant portion of this role involves providing positive and effective leadership to the City's planning teams. The Planning Division Manager directly supervises the Long Range and Development Services Section Managers, overseeing their performance and professional development. This role ensures staff aligns with City policies and procedures while maintaining a safe, healthy working environment. Finally, the Planning Division Manager represents the City's interests on a regional and national stage, engaging with local, regional, and state partners to ensure City efforts remain aligned with broader regional initiatives.

Priorities

- **Staff Stabilization and Retention:** Focus on creating a high-performing organization and strengthening staff morale by fostering a supportive culture that prioritizes staff camaraderie, professional development, and emotional intelligence.
- **Internal Divisional Integration:** Encourage collaboration and further unify Long-Range Planning and Development Services through cross-training, shadowing opportunities, and improved internal information flow.
- **Service Model Enhancement:** Enhance the Division's service delivery by encouraging a proactive model that prioritizes direct engagement and collaborative problem-solving.
- **Strategic Interdepartmental Alignment:** Strengthen peer-to-peer bonds with leadership in Public Works, Water, and Parks to ensure unified messaging and seamless coordination on multi-disciplinary projects.
- **Executive Project Sponsorship:** Provide the necessary leadership and technical bandwidth to finalize high-priority initiatives, including the Continuity of Operations Plan (COOP) and the Airport Safety Overlay.
- **Advocacy:** Act as the primary champion for the Planning Division, celebrating the team's work and highlighting the Department as a service-oriented economic driver.
- **Navigating the Regulatory Landscape:** Apply a creative and defensible mindset to Oregon's sophisticated land use systems, ensuring that Urban Growth Boundary and state mandates are navigated with a focus on finding a path to yes and reflecting local values and goals.
- **Technical and Digital Leadership:** Actively engage and lead the adoption of digital plan reviews and modern permitting software.
- **Strategic Advisory and Translation:** Act as the expert translator for the City, distilling highly complex technical planning specifications into clear, accessible narratives for elected officials, stakeholders, and the community.
- **Decisive Operational Oversight:** Empower the Division to move projects through to completion by making timely, courageous decisions and preventing initiatives from stalling in perpetual review.



The Successful Candidate

The Planning Division Manager is a resolute yet receptive leader who balances high emotional intelligence with a decisive bias for action. This individual serves as the vital link between long-term policy and immediate economic development, acting as an executive sponsor who navigates the complex grey areas of land-use law. The City seeks a candidate with a get-to-yes mindset, someone who views regulations not as roadblocks, but as frameworks for creative, repeatable, and defensible solutions that help businesses thrive and create jobs.

The successful candidate embraces their role as a working Manager who is comfortable getting into the weeds, reviewing plans, and utilizing permitting software digitally. The ideal candidate possesses strong people management and project management skills, possessing the high initiative and sense of urgency required to see complex commercial, industrial, and residential projects through to the finish line.

The Planning Division Manager is an empowering leader who provides the support and direction necessary for staff to succeed. The successful candidate leads with empathy and transparency, facilitating two-way communication to keep the team informed regarding high-level local, regional or state-wide decisions. This role requires a leader who can read the room, knowing when to push and when to provide the space needed to foster a sustainable and healthy work environment. In high-pressure public interactions, the Manager remains calm and professional, fostering an environment where staff feel comfortable raising concerns and working through challenges.

Finally, the successful candidate must be a collaborative partner who maintains exceptional peer alignment, working closely with colleagues in Public Works, Engineering, and Water to ensure unified City messaging. Culturally, the candidate must be inclusion-minded and aware of subtle biases, leading a dedicated team with respect and equity.

Qualifications

At least 10 years of related experience in urban or regional planning, including leadership and supervisory roles, is required. Direct experience building and maintaining a high-functioning team and supervising professional planning staff is essential. Prior experience with annexation and development agreements, zoning regulations, and local government finance and budgeting is beneficial.

A bachelor's degree in urban or regional planning, community development, public administration, or a related field is required. An equivalent combination of experience and education that enables success as the Planning Division Manager will be considered.

Inside the City of Hillsboro

Mission

To provide City services that support a safe, sustainable, and inclusive growing community, while cultivating Hillsboro's hometown livability.

Vision

Growing great things in a place where you are supported, connected, and belong.

Values

- Leading with ethics, integrity, and accountability
- Employee well-being and safety
- Diversity, equity, inclusion, and belonging
- Stewardship of public trust
- Innovative and sustainable planning
- Responsive City services

The City of Hillsboro is a full-service City known for its forward-thinking, visionary approach and a reputation for excellence in long-term strategic and fiscal planning. The City operates under a Council-Manager form of government, in which the City Manager has broad executive authority to implement policies set by the City Council and oversees the local government's day-to-day operations. The organization continues to enhance its support for its community by embracing a continuous improvement mindset in its work.

Hillsboro has 1,074 full-time employees and 409 part-time/temporary employees with a Biennial-Year 2025-27 Budget of \$1.94 billion. The City has three collective bargaining agreements representing Police, Fire, and Library employees. Services are provided through 11 City Departments, including the City Manager's Office, Economic & Community Development, Finance, Fire & Rescue, Human Resources, Information Resources, Library, Parks & Recreation, Police, Public Works, and Water.

City employees are passionate about fostering a culturally inclusive community like the residents they serve. Building inclusive systems and developing policies that place equity at the forefront takes leadership, time, resources, a commitment to learn, and a dedication to creating a culture where individual identities do not predict outcomes. To reflect this ongoing commitment, the Hillsboro City Council adopted the following guiding principle in 2025:

We Build Inclusive Systems: Build inclusive systems by exemplifying diversity, equity, and inclusion in policymaking and service delivery. We seek to engage the broader Hillsboro community, removing barriers and creating accessible opportunities for all. By fostering accessibility and honoring our community's unique identity, we create a welcoming, innovative, and thriving environment for all.

The City adopted its [Equity Statement](#) in 2019 and continues to advance equity through its development of policies, programs, and services, and through its allocation of time and resources to create a culture where race does not predict outcomes.

The City of Hillsboro plans to continue delivering responsive, high-quality services in a future full of opportunities, challenges, and change. The [Strategic Plan](#) guides operations over the next 10 years to cultivate Hillsboro's hometown livability and advance services that support our safe, sustainable, inclusive, and growing community.

Economic & Community Development Department

Mission

The Economic & Community Development Department aims to deliver a complete community that provides exceptional places to live, work, and play through thoughtful community planning, responsive permitting, and intentional implementation.

Vision

Create and support a strong and vibrant community.

Planning Division

The Planning Division leads the development of policies, plans, and partnerships that bring the community's vision forward to support long-term growth and vibrancy in the City. It fosters community dialogue and understanding of land use planning issues, including livability, quality of life, urban design, housing needs, and economic opportunities. The Division currently consists of a team of 11 professionals and operates with a 2026-2027 budget of \$5,609,545. The Division is organized into two sections: Long Range and Development Services.

The Long-Range Section coordinates with a variety of stakeholders, including the public, City staff, and other agencies, to ensure that our long-term planning and land use policies are thoughtful, innovative, and feasible to achieve the community's housing and economic vitality goals. The Development Services Section supports community members and applicants with site information, land use applications, and entitlement support. The Development Services Section also administers the Hillsboro Community Development Code, ensuring compliance with new development projects.



The Hillsboro Community

Hillsboro is one of Oregon's most diverse and dynamic cities, with a steadily growing population of approximately 112,000. More than 45% of Hillsboro residents are from communities of color, and approximately 30% speak a language other than English at home.

More than 50,000 employees commute to Hillsboro by car, bicycle, bus, or MAX Light Rail train to work at companies such as Intel, Nike, and Genentech. Hillsboro is the largest City in Washington County and serves as the county seat.

The City of Hillsboro is ideally located in the Pacific Northwest—10 miles West of Portland, just an hour's drive from the beautiful Cascade Mountains and Columbia River Gorge to the East, and the sandy beaches of the Pacific Ocean to the West.

Frequently ranked on national lists as one of the "[Best Places to Live in the United States](#)," Hillsboro has earned praise for having:

- A diverse and welcoming community
- Safe and vibrant neighborhoods
- Smart planning for growth
- A resilient economy with large employers
- A high priority on sustainability
- Outstanding and inclusive parks, playgrounds, and public spaces
- An emphasis on public arts
- Municipal high-speed internet service
- A variety of transportation options and so much more!

Known as the "high-tech hub of Oregon" or the "tallest tree in the Silicon Forest," Hillsboro has some of the best land, power, and water resources in the country. With its thriving economy, Hillsboro is the home of Oregon's fourth-largest school district, two higher-education campuses, more than 30 parks, and approximately 1,500 acres of designated green spaces, including Jackson Bottom Wetlands Preserve, the Rock Creek Trail, and the Orenco Woods Nature Park.

The Hillsboro community proudly supports creative expression and the arts, and Downtown Hillsboro is the home of the Walters Cultural Arts Center and the highly regarded Bag&Baggage Productions professional theatre company. The Hillsboro Hops, the only professional baseball team in the Portland metro area, entertain fans during home games at the City's baseball stadium, Hillsboro Ballpark, and are in the process of building a new, state-of-the-art ballpark on the Gordon Faber Recreation Complex.

Throughout the summer, Hillsboro residents can shop for fresh berries and cherries, along with other seasonal produce, at weekly farmers' markets. Annual community events include the Oregon International Air Show, the Hillsboro Latino Cultural Festival, the La Strada dei Pastelli Chalk Art Festival, Juneteenth Celebration, Pride Party, Lightopia holiday lights, and one of the largest Fourth of July parades in the Northwest.





Compensation

The salary range for the Planning Division Manager is \$132,070 – \$173,795 and will depend on the qualifications of the successful candidate. The City of Hillsboro offers a comprehensive and competitive total compensation package, including high-quality benefits, and prioritizes employee well-being. For a complete breakdown of the City’s extensive Benefits Package, please review the [Employee Benefits Guide](#).



How to Apply

Applications will be accepted electronically by Raftelis at raftelis.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled, with a first review of applications beginning **June 6, 2026**.



Questions

Please direct questions to Robert Colichio at rcolichio@raftelis.com and Niayla Hairston at nhairston@raftelis.com.