



**CITY OF GRANTS PASS, OREGON  
CLASS SPECIFICATION**

**ASSISTANT PARKS & COMMUNITY  
DEVELOPMENT DIRECTOR**

**FLSA Status:** Exempt  
**Bargaining Unit:** Non-Bargaining  
**Salary Grade:** UD2

**CLASS SUMMARY:**

The Assistant Parks & Community Development Director is a Professional Technical Stand Alone Class. Incumbents are responsible for assisting, advising and representing the Department Director in assigned matters, planning, implementing programs and managing planning functions of the department. Assists with budgetary and fiscal oversight, provides technical assistance, coordinates planning division resources, staffing and activities. Incumbents will represent the Department Director in his/her absence.

Responsibilities include the full range of supervisory duties including directing work, training and coaching, discipline and performance evaluation.

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

- Supervises departmental staff, including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations, and conducting performance evaluations.
- Works cooperatively with the Department Director and Building Official to supervise, oversee, and administer the programs of the Planning and Building Divisions and City surveying functions, identifying needs and setting goals and objectives.
- Provides assistance and information to developers, internal customers, and the general public on matters relating to development requirements, the planning process and procedures, and interprets and communicates code regulations.
- Manages and oversees plans and projects ensuring compliance with code standards and criteria, conducts inspections as needed, and meets with customers and agencies to resolve issues, respond to questions, and provide direction.
- Coordinates and promotes department's work with other City divisions, local, regional and state planning agencies and organizations by providing technical assistance, knowledge of projects and procedures, communicating goals and objectives, and working to resolve issues.
- Assist the Department Director in providing support and updates, researches complex issues to make recommendations, and prepares maps, graphs and presentations for staff and Council.
- Reviews, develops and updates the City's Comprehensive Plan, Development Code and Municipal Code to ensure updates meet City goals and follow state and federal regulations, and oversees special annual projects and reports.
- Prepares and recommends annual and long range Planning and Building Divisions and City Surveyor budget estimates, staffing levels and division needs, and monitors budget expenditures.

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Serves as the primary liaison to various City commissions and committees by attending meetings, representing the City, presenting projects, and providing direction and information; provides oversight to ensure appropriate information is provided and advises on planning related matters.
- Performs other duties of a similar nature or level.

**Training and Experience** (positions in this class require):

A Bachelor's Degree in Planning, Geography, Public Administration or a related field, with a Master's Degree preferred, and 5 years of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class require):

- Valid driver's license
- American Institute of Certified Planners (AICP) Certificate (preferred)

**Knowledge** (positions in this class require):

Knowledge of:

- Conflict resolution;
- Public administration principles and practices;
- Supervision and management theories, principles and practices;
- Land use planning principles and practices;
- City Development Code;
- City organization and management;
- Public finance and budgeting;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

**Skills** (positions in this class require):

Skill in:

- Public speaking and presentation;
- Applying supervision/management theories and practices;
- Effective and efficient public relations;
- Research and analysis related to City Code and other areas;
- Reading, revising and interpreting policies and procedures;
- Analyzing, prioritizing and organizing tasks under pressure;
- Land use management;
- Project and budget management;
- Using a computer and related software applications;
- Providing positive, effective leadership and supervision to staff;
- Appropriate and effective independent decision making;
- Supervision of staff;
- Maintaining confidentiality;

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: fingering, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or a up to 10 pounds of force frequently and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

**Classification History:**

Adopted by Council March 6, 2013 Resolution No. 6048