



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

**FLSA Status:** Non-Exempt  
**Bargaining Unit:** GPEA  
**Salary Grade:** C34

**CLASS SUMMARY:**

The Associate Planner is the journey level in the Planning Series. Incumbents are responsible for managing projects and development proposals, drafting legal documents such as ordinances and resolutions, making presentations at community meetings, interpreting policies and codes, conducting design reviews, and coordinating with other departments, agencies and the development community.

The Associate Planner is distinguished from the Assistant Planner by its focus on more complex planning activities and the assumption of full project management responsibilities.

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

- Analyzes and prepares staff reports on complex land use applications including preparing development code text amendments, new ordinances, and documentation related to City Council Work Plan projects, serving as project manager, and making recommendations to hearing officers, Planning Commission and City Council.
- Provides technical and professional advice to boards, commissions, colleagues and the general public.
- Prepares a variety of studies, reports, and related information for decision making purposes.
- Evaluates land use proposals for conformity to established codes and ordinances; evaluates the proposals' development impact and makes recommendations.
- Facilitates public review, public involvement, and input opportunities in the land use and decision process.
- Develops short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations;
- Performs field inspections to gather data relevant to the development review process, and/or to verify that development projects comply with approved plans.
- Conducts research for Community Development Director and Senior Planners, and provides support and participates in issue resolution with other planners.
- Conducts customer service response to inquiries regarding land use processes, application submittals, and flood plain and other related regulation.
- Assists in the preparation of the Comprehensive Plan or other planning documents.
- Delivers presentations for community and public meetings, coordinates as necessary with other governmental entities, and serves as liaison to committees.

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

- Performs other duties of a similar nature or level.

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

A Bachelor's Degree in Planning or a related field and two years government related planning 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):

- Oregon Driver's License – Class C

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

Knowledge of:

- Public administration principles and practices;
- Land use planning principles and practices;
- City organization and management;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules, and regulations.

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

Skill in:

- Research and analysis related to City Code;
- Safe and efficient operation of a motor vehicle;
- Land use management;
- Project management;
- Exploration of creative solutions to practical problems;
- Proficiency in using a computer and related software applications; and;
- Communication and 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: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, and pulling.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents will be required to travel to attend meetings and training, and to perform site inspections. Incumbents may be required to work overtime.

**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 May 10, 2016, Resolution No. 5379

Updated August 29, 2016

Associate Planner