



CITY OF GRANTS PASS
invites applications for the position of:

Associate Planner

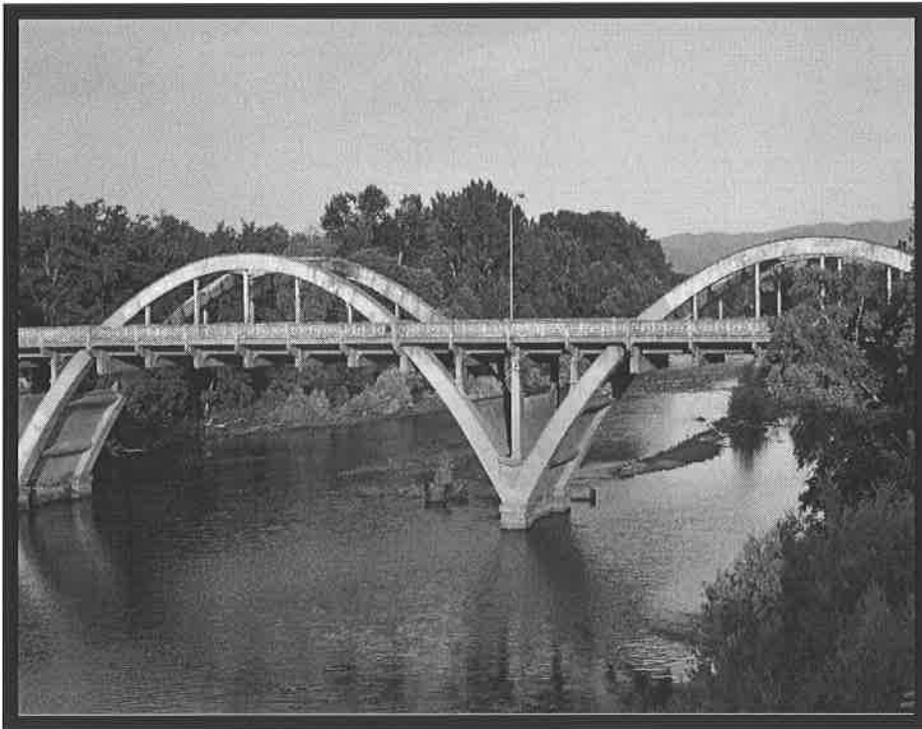
SALARY: \$22.75 - \$28.79 Hourly
\$3,943.17 - \$4,989.42 Monthly
\$47,318.00 - \$59,873.00 Annually

OPENING DATE: 01/31/17

CLOSING DATE: Continuous

SUMMARY OF POSITION:

The proposed wage scale is \$53,797 to \$68,071 per year and is pending approval.



The City of Grants Pass, located in beautiful Southern Oregon, is accepting applications for the full time position of Associate Planner in the Parks & Community Development Department.

A relocation allowance of up to \$1500 towards moving costs will be available to candidates moving from areas outside of Jackson and Josephine County, Oregon.

First review of applications will be February 21, 2017.

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.

MINIMUM QUALIFICATIONS:

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 as listed in the job description.

A valid driver's license is required.

HOW TO APPLY:

Application materials must be turned in by the closing date in order to be considered for this position.

Applications can be completed on-line, hand delivered or post-marked by the application deadline.

Any application that is missing a cover letter, resume, or supplemental questionnaire will not be considered. No late, incomplete or faxed applications will be accepted.

The required materials to be turned in for this recruitment are:

1. City Application
2. Supplemental Questionnaire
3. Resume
4. Cover Letter
5. Staff Report (attach)

RANKING AND SELECTION:

The ranking and selection of applicants to proceed in the process includes: experience, education, responses to supplemental questionnaire, and meeting minimum qualifications of the position. The initial selection process for this position includes the following steps: application review and oral interview. The final selection process following interview includes the following steps: tentative offer, driving history check, criminal history check, background investigation, reference check, drug testing, and final offer of employment.

All candidates will be notified of the status of their application after the closing date.

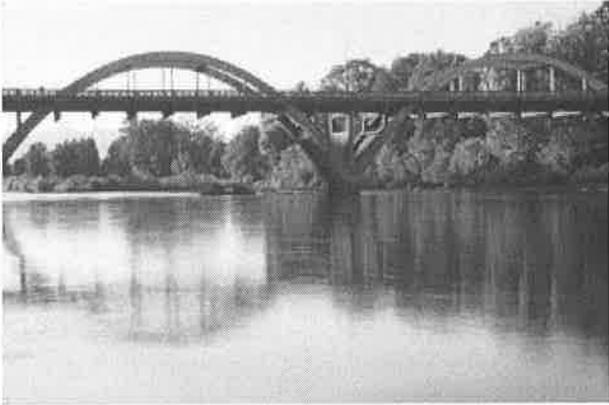
Reasonable accommodations may be made upon request prior to the application deadline to enable individuals with disabilities to participate in the job application process.

The City's Veteran's Preference Form is available on the City's website or by clicking on the link.

EEO/AA

Recreation

The recreational opportunities of the Rogue River are many: jet-boat trips, rafting, kayaking, paddle boarding, fishing, water skiing, swimming, hiking, and gold panning. In addition to the world famous white water Rogue River, nearby mountains provide high-mountain recreational experiences, including snow skiing at Mt. Ashland. Cultural activities center around the Shakespeare Festival in Ashland and the historic town of Jacksonville. Other scenic attractions include: Crater Lake National Park, Oregon Caves National Monument, and the Redwoods that stretch from San Francisco to Southern Oregon. Grants Pass' year round calendar of events offers something for everyone. And once the sun goes down, the region takes on a life of its own with plenty of fine restaurants, theatres and a performing arts center.



Visitor information: www.travelgrantspass.com

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.grantspassoregon.gov>

Position #17-3
ASSOCIATE PLANNER
TM

101 N.W. "A" Street
Grants Pass, OR 97526
541-450-6050
541-450-6000

humanresources@grantspassoregon.gov

Associate Planner Supplemental Questionnaire

* 1. Do you possess a Bachelor's Degree in Planning or a related field?

Yes No

* 2. What field is your degree in?

* 3. This position requires two years of government related planning experience. Describe how you meet this minimum qualification.

* 4. Did you attach a recent staff report that you have completed in the last two years?

Yes No

* Required Question

101 Northwest A Street
Grants Pass, Oregon 97526
541-450-6000

For Office Use Only # _____
Date _____
Application Reviewed _____

Employment Application
EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR: _____

PLEASE PRINT OR TYPE CLEARLY:

Last Name			First	Initial
Street Address		City & State		Zip
Mailing Address		City & State		Zip
Telephone Home	Work	Cell	Message	
Electronic Mail Address		Driver's License Number/ State Issued / Expiration Date		
Nickname or preferred name		Best way to reach you? Home Phone Cell Phone E-mail		

Answer all of the questions listed below:

- Are you 18 years of age or over? Yes No
- If applying for a sworn Police Officer position, are you 21 years of age or over? Yes No
- Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States? Yes No
- Have you previously been employed by the City of Grants Pass? Yes No
If so, when and what position/s? _____
- Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS or OPSRP)? Yes No
- Do you have any relatives working here? Yes No
If yes, please provide their name, department and relationship to you below:

7. Do you have a High School Diploma? Yes No

Name of School	Location (City & State)

8. If not, do you have a General Equivalency Degree/Certificate? (GED) Yes No

Name of School	Location (City & State)

Skills and Abilities:

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

_____ Typing / Keyboarding (____wpm)	_____ Computer Use
_____ Email	_____ Internet Use
_____ Microsoft Office Applications	_____ Multi-Line Phone
_____ 10-Key	_____ Spreadsheet Software
_____ Public Speaking	_____ Interpersonal Communication Skills
_____ Defensive Driving	_____ Other _____

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

Education / Specialized Training:

List additional Education beyond High School (college, universities, military schools, trade schools etc).

Name of School	Location (City & State)	Major	Credits Completed	Certificates or Degrees

Employment History:

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Starting Salary _____ Ending Salary _____		
Duties/Responsibilities _____		
Reason for leaving : _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Starting Salary _____ Ending Salary _____		
Duties/Responsibilities _____		
Reason for leaving: _____		

Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Starting Salary _____ Ending Salary _____		
Duties/Responsibilities _____		
Reason for leaving : _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Starting Salary _____ Ending Salary _____		
Duties/Responsibilities _____		
Reason for leaving : _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Starting Salary _____ Ending Salary _____		
Duties/Responsibilities _____		
Reason for leaving : _____		

If more space required for Employment History, please attach an additional sheet.

AGREEMENT: I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____
Signature
Date

