



**CITY OF GRANTS PASS**  
invites applications for the position of:

## **Senior Planner**

**SALARY:** Under Review

**OPENING DATE:** 01/31/17

**CLOSING DATE:** Continuous

### **SUMMARY OF POSITION:**



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

Depending on the qualifications of the individual applicant, either the Principal Planner or the Senior Planner position will be filled.

A first review of applications will be February 21, 2017.

Salary Range for Senior Planner: \$60,985 to \$77,165 per year  
Salary Range for Principal Planner: \$73,741 to \$93,306 per year

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.

**Summary of Senior Planner Position:**

The Senior Planner supervises the work of the Department Support Technician, Assistant and/or Associate Planners in the Planning Division of the Parks & Community Development Department and reports directly to the Parks & Community Development Director.

Duties will include managing specialized, complex and/or higher profile projects in current planning or comprehensive planning and serving as a technical resource, team leader and will prepare and deliver public presentations to legislative bodies and community groups related to planning projects and issues.

Responsibilities may include the full range of supervisory duties such as directing work, training and coaching, discipline and performance evaluations for all subordinate levels.

**Summary of Principal Planner position:**

The Principal Planner is responsible for managing the planning division and directing the City's land use program, performing complex planning activities, supervising, and reviewing the work of others. Duties will include reviewing the most complex site and building plans and construction drawings for compliance with code requirements and conditions of approval, representing the department before review bodies and community groups, and preparing and managing the division budget.

**MINIMUM QUALIFICATIONS:****Senior Planner Minimum Qualifications:**

A Bachelor's Degree in Planning or a related field and four years of progressively responsible professional planning experience including one year of supervisory 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 Driver's License is required and an American Institute of Certified Planners certificate is preferred.

**Principal Planner Minimum Qualifications:**

A Master's Degree in planning or a related field and five years of directly related experience including two years of supervisory 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 Driver's License is required and an American Institute of Certified Planners certificate is preferred.

**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

**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 fine restaurants, theatres and a performing arts center.



**Visitor information:** [www.travelgrantspass.com](http://www.travelgrantspass.com)

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

Position #17-4  
SENIOR PLANNER  
TM

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

[humanresources@grantspassoregon.gov](mailto:humanresources@grantspassoregon.gov)

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**Senior Planner Supplemental Questionnaire**

\* 1. Do you possess a Bachelor's Degree?

Yes    No

\* 2. Do you possess a Master's Degree?

Yes    No

\* 3. What field is your degree in?

\* 4. Do you possess an American Institute of Planning certificate?

Yes  No

\* 5. 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

**AFFIRMATIVE ACTION QUESTIONNAIRE**

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Age: \_\_\_\_\_

Gender:      Male       Female

Please check the appropriate box:

Ethnic Origin (select one):

- White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
  
- Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
  
- Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
  
- Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
  
- American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Optional Survey:**

I learned about this position through the following source(s):

- Newspaper (please specify) \_\_\_\_\_
- Organization or Group (please specify) \_\_\_\_\_
- Newsletter or Journal (please specify) \_\_\_\_\_
- City Employee                                       Employment Office
- City Web Site                                         Other (please specify) \_\_\_\_\_