

# City of Grants Pass

# JOB OPPORTUNITY



## Associate Planner

### Parks & Community Development Department

Current Wage \$47,318 to \$59,873 annually

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

#### Summary of Position:

The Associate Planner is 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.

#### Ranking & 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, oral interview and testing. 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.

#### For More Information:

Visit [www.grantspassoregon.gov](http://www.grantspassoregon.gov) or contact Toni Martin in Human Resources at 541-450-6050.

This position will remain open until filled.

First Review of Applications will be on February 21, 2017

#### Required materials by application deadline are:

- City application
- Cover letter
- Resume
- Staff Report

*Late or incomplete applications will not be accepted.*

### APPLY TODAY!

Visit us online at [www.grantspassoregon.gov](http://www.grantspassoregon.gov)



in person at  
City Municipal Building  
101 NW A Street, Rm 205  
Grants Pass, OR 97526



Contact Human Resources at  
541-450-6050

