



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

ASSOCIATE PLANNER

FLSA Status : Non-Exempt
Bargaining Unit : GPEA
Salary Grade : G55

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.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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ESSENTIAL CLASS 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.

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

- 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.
 - Performs other duties of a similar nature or level.
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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
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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.
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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.
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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; June 22, 2018