CITY OF GRANTS PASS
invites applications for the position of:

Senior Planner/Principal Planner

SALARY: Depends on Qualifications

OPENING DATE: 04/10/17

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.

First review of applications will be May 1, 2017.
Second review of applications will be May 26, 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, theaters and a performing arts center.

Visitor information: www.travelgrantspass.com

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

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

humanresources@grantspassoregon.gov

Position #17-19
SENIOR PLANNER/PRINCIPAL PLANNER
TM

Senior Planner/Principal Planner Supplemental Questionnaire

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

❑ Yes ❑ No

* 2. Do you posses 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

Best way to reach you? Home Phone Cell Phone E-mail

Nickname or preferred name

Answer all of the questions listed below:

1. **Are you 18 years of age or over?** **Yes** **No**
2. **If applying for a sworn Police Officer position, are you 21 years of age or over?** **Yes** **No**
3. **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**
4. **Have you previously been employed by the City of Grants Pass?** **Yes** **No**
   If so, when and what position/s?_____
5. **Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS or OPSRP)?** **Yes** **No**
6. **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)
_____Email
_____Microsoft Office Applications
_____10-Key
_____Public Speaking
_____Defensive Driving
_____Computer Use
_____Internet Use
_____Multi-Line Phone
_____Spreadsheet Software
_____Interpersonal Communication Skills
_____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

CITY OF GRANTS PASS
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)_____