



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

ASSISTANT PLANNER

FLSA Status : Non-Exempt
Bargaining Unit : GPEA
Salary Grade : G35

CLASS SUMMARY:

The Assistant Planner is the entry level in the Planning Series. Incumbents are responsible for initial customer service contact and processing of construction permits and routine land use decisions, typically verifying zoning, license, and permit requirements. Incumbents receive, log, and track plan submittals, assist other Planner levels with analysis, research, and development of graphics, technical reports, and GIS reports. Duties include making presentations to various review boards.

The Assistant Planner is distinguished from the Associate Planner by its focus on initial routine planning activities.

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 evaluates land use and commercial sign requests including the preparation of staff reports for land use applications to be reviewed by the Director of Community Development and the Planning Commission and management of development cases after tentative approval.
 - Conducts customer service response to inquiries regarding land use processes, application submittals, and flood plain and other related regulation.
 - Provides staff support, creates presentations for the Planning Commission, and attends meetings as directed.
 - 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 is 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 Development Code;
 - City organization and management;
 - Applicable City policies and ordinances;
 - 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;
 - Land use management;
 - Using a computer and related software applications;
 - 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: talking, hearing, and seeing, fingering and repetitive motion.

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 may be required to work overtime and travel for training.

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 July 2, 2008, Resolution No. 5379

Revised April 18, 2014; June 22, 2018