



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

### PRINCIPAL PLANNER

**FLSA Status:** Exempt  
**Bargaining Unit:** Non-Bargaining  
**Salary Grade:** UD2

#### **CLASS SUMMARY:**

The Principal Planner is a Professional Technical Stand Alone Class. Incumbents are responsible for directing the City's land use program, performing complex planning activities, supervising professional level planners, and reviewing the work of others. Duties 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.

Responsibilities include the full range of supervisory duties including directing work, training and coaching, discipline and performance evaluation.

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

- Manages, prepares and evaluates complex planning projects. Provides direction and support to other City departments and the development community regarding land use process or projects.
- Supervises departmental staff, including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations, and conducting performance evaluations.
- Represents the City at various community meetings. Is the liaison to review bodies such as the Planning Commission and Historic Buildings & Sites Commission and presents projects before the City Council. These meetings require attendance outside of normal work hours.
- Conducts internal and external customer service providing feedback on applications and resolving issues.
- Reviews site and building plans and construction drawings for compliance with conditions of approval and code requirements.
- Prepares budget documentation for the division and monitors expenditures.
- Performs other duties of a similar nature or level.

#### **Training and Experience** (positions in this class typically require):

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 such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

- Oregon Driver's License – Class C
- American Institute of Certified Planners certificate preferred

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

**Knowledge** (positions in this class typically 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.

**Skills** (positions in this class typically require):

Skill in:

- Research and analysis related to City Code and other areas;
- Land use management;
- Public speaking and presentations;
- Project management;
- Safe and efficient operation of a motor vehicle;
- Staff supervision;
- 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.

**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, reaching, standing, and walking.

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.

Will be required to travel to attend meetings and training, and to work hours outside of a regularly scheduled workday.

Positions in this class require regular attendance and punctual employee presence.

**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 June 10, 2016