



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
SENIOR PLANNER

FLSA Status : Exempt
Bargaining Unit : D-Management
Salary Grade : Senior Planner

CLASS SUMMARY:

The Senior Planner is the supervisory level in the Planning Series. Incumbents are responsible for managing specialized, complex and/or higher profile projects in current planning or comprehensive planning. Incumbents serve as technical resources, project leaders, and team leaders and 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 evaluation for all subordinate levels.

The Senior Planner is distinguished from the Associate Planner by its focus on specialized and highly complex planning activities and the conduct of supervisory 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.

- Manages, prepares and evaluates complex planning projects including the conduct and review of subordinate-prepared research and proposal analyses for compliance with applicable standards.
- Supervises departmental staff as assigned, including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations, conducting performance evaluations, and facilitating team building.

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

- Provides direction and support to other City departments and the development community regarding land use process or projects.
 - Represents the City at development and land use related meetings and provides staff support and participation on committees and boards as assigned including the delivery of presentations and coordination with other communities of interest.
 - 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 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 such as those listed above.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C
 - American Institute of Certified Planners certificate preferred
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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 and related areas;
 - Land use management;
 - Project management;
 - Staff supervision;
 - Using a computer and related software applications;
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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.

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 22, 2018