



# CITY OF GRANTS PASS - JOB OPPORTUNITY ASSISTANT PLANNER

ANNUAL SALARY RANGE: \$47,026 - \$59,503



**WORKING FOR THE CITY** | We are a High Performance Organization that has well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

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

Knowledge of public administration principles and practices, land use planning principles and practices, City development code, and land use management are desirable.

**ESSENTIAL DUTIES** | \* Analyze and evaluate 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 approvals. \* Conduct customer service response to inquires regarding land use processes, application submittals, flood plain, and other related regulations. \* Provide support to staff, create presentations, and attend meetings as directed.

**MINIMUM JOB REQUIREMENTS** | 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.

**ADDITIONAL REQUIREMENTS** | Oregon Driver's License – Class C

**Application deadline:**

**July 31, 2020  
At 5:00 p.m.**

**APPLY ONLINE TODAY**

**[www.grantspassoregon.gov](http://www.grantspassoregon.gov)**



City of Grants Pass Human Resources  
101 NW A Street  
Grants Pass, Oregon 97526  
541-450-6050

VISIT US AT [WWW.GRANTSPASSOREGON.GOV](http://WWW.GRANTSPASSOREGON.GOV)