



Reports To: Executive Director  
Accountable To: Executive Director  
Date Prepared: January 2019

FLSA Status: Non-exempt  
Compensation Band: Professional II  
Job Status: Full-time

## GENERAL POSITION DESCRIPTION

The ideal candidate will have exceptional skill sets in communication and planning. The candidate should also have a basic knowledge of planning specialties like housing, resiliency and community development. The ability to apply independent judgement within the scope of the agency program and policies is a critical skill sought for this position.

The Planner II is responsible for research, development and/or implementation of plans, and studies. Opportunities exist to assist member agencies on a wide variety of efforts from code and ordinance development, land use planning, comprehensive planning, transportation, economic development, environmental issues, and other regional and community planning areas. The position may also include work on regional resilience planning.

The Planner II conducts data research and analysis, prepares reports; works with local jurisdiction staff, committees, planning commissions and the public; assists with development of scopes of work for agency budgets and grant applications, and authors plans and studies. Experience with the Census, American Community Survey and other demographic data sets is preferred.

This position works collaboratively with transportation staff on a variety of technical and procedural activities related to a five-county regional transportation planning program and a federally designated metropolitan planning organization. This position may also be charged with city planning assistance to our member agencies, this may entail land use applications, comprehensive plans and short-to-long range planning activities.

## ESSENTIAL JOB FUNCTIONS

*This description reflects the general concept and intent of the classification. It should not be construed as a detailed statement of all the work requirements that may be inherent to the position.*

Applies working knowledge in establishing and using methodologies for research, analysis, preparation, and coordination of data and information to support studies, prepare documents and materials for public policy issues, planning, and community development.

Provides technical and administrative assistance to member organizations and committees

Prepares and presents reports, graphics and other materials, designs or identifies training opportunities, facilitates work group sessions and develops outreach materials to further understanding of project or program planning efforts and impacts on the community.

Assists with revising local policies, plans and legislation, projecting trends, and monitoring socioeconomic changes with respect to individual programs and projects as needed.

Adheres to federal, state and local regulations as they apply to the assigned project or program in order to demonstrate compliance.

Participates in intergovernmental committees in identifying and coordinating planning efforts.

Responds to public inquiries for data and information on planning processes or program related public policies, procedures and regulations.

Assists with and recommends issue resolution through a consensus building process.

Supports the Director in advising the decision making/advisory boards/committees of program or project needs, public policy issues, planning procedures, comprehensive and special plans, and related regulations.

May provide city planning assistance, reviews land use applications for compliance with local, regional and state plans, policies and regulations. Develops staff reports and recommends action on land use applications, violations or appeals.

May recommend action or direction on land use violations or appeals, subdivisions, comprehensive plan and zoning code changes and similar short-to-long range planning matters.

## **KNOWLEDGE & ABILITIES**

The knowledge and abilities reflect the general concept and intent of the classification. Whether the applicant brings these abilities to the job or is trained while on the job, they are considered an essential part of this job description.

Ability to establish and maintain effective working relations with state and local agency members, planning staff and the community.

Ability to work in a team environment to enhance the growth, development and livability within the region.

Ability to write clear and concise reports, documents and plans and effectively communicate them.

Experience with and enthusiasm for organizing, conducting and participating in public meetings and hearings.

Knowledge of and demonstrated experience with principles, practices, regulations and techniques in at least some of the fields of planning, resilience, economic development, community development, land use, environmental, transportation and other areas of planning.

Knowledge of and experience in research methods and the ability to compile, analyze and present data in meaningful formats and mediums.

Knowledge of and experience with geographic information systems, graphics design and public presentation methods and materials.

Knowledge of federal and state laws, policies, guidelines, regulations, and manuals as they apply to project or program assignments.

## **DISTINGUISHING POSITION CHARACTERISTICS**

The Planner II classification is distinguished from other COG planning positions by the need for specialized planning knowledge and the ability to work on moderately difficult projects with limited supervision. This position reports to the Executive Director.

## **WORKING CONDITIONS**

Work is generally performed in an office environment requiring extended periods of sitting and concentrating; exposure to computer related conditions with the occasional lifting of supplies/materials up to 30lbs.

Duties involve travel to attend meetings and conduct work within the local region and on occasion, the nation.

Working hours are flexible and on occasional attendance is required at meetings held after normal working hours.

Working conditions require the ability to work well and complete duties under deadlines, and while attending to multiple duties simultaneously.

## **ESSENTIAL APPLICANT PREREQUISITES**

Must be a specialized professional with a minimum of a Bachelor's degree in urban or regional planning or a related field and three to five years of experience within a planning process related to urban or regional plans, comprehensive plans, economic development, transportation or community development.

Must demonstrate strong generalist or specialist skills including requisite planning, organizational and people skills.

Must possess a valid driver's license.