

<b>Name of Position:</b>	Regional Planner II
<b>Supervisor:</b>	Program Manager
<b>FSLA Status:</b>	Exempt
<b>Starting salary range:</b>	\$42,500
<b>Salary Range:</b>	\$42,500 - \$60,000

**Summary position description:**

Performs a variety of planning and analysis tasks related to regional and local plans and studies, including drafting text for plans, analysis and visualization of data, organization of public processes and staff consultation, and management of certain projects as assigned. Planning in areas of transportation, environmental, comprehensive, housing, land use, community and economic development. Possesses in-depth knowledge within one or more of the above planning specialties.

**Primary program responsibilities:**

- Develops planning studies, mapping and reports in support of new and updated plans, programs and regulations.
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Acts as liaison between community groups, government agencies, citizens and elected officials in developing local & regional plans.
- Assists with updates of Comprehensive Plan development.
- Coordinates community review of public and private improvement projects.
- Provides information to the public.
- Assists in resolving citizen and customer issues.
- Oversees the work of interns.
- Conducts field evaluations and assessments.
- Attends substantial number of evening and weekend meetings.
- Provide staff support for standing and *ad hoc* committees, including preparing agendas, minutes, and other meeting materials.
- Serve as a resource to local planning departments and other staff of the member localities.
- Conceptualize new projects for the organization, and seek funding opportunities through the development and writing of grant/project proposals and applications.
- Actively work with other teams and staff to develop cross-disciplinary approaches and solutions.
- Maintain knowledge of best practices in the planning profession and integrate concepts into current work and communications with local staff.
- Organize public participation and staff consultation processes relevant to particular plans and studies.
- Respond to internal and external requests for data analysis and/or mapping.

- Plan and organize training and public events.

**Basis of Evaluation:**

- Quality of work product deliverables
- Timeliness and thoroughness of completion of assigned tasks
- Responsiveness in communications with internal and external contacts
- Success in project initiation and funding acquisition

**Education & Experience requirements:**

- Bachelor's Degree from an accredited 4-year college or university in urban planning, architecture or related area of study with three years of full time equivalency planning experience; or
- Master's degree from an accredited 4-year college or university in urban planning, architecture or related area of study with two years of planning experience.

**Knowledge, skills and abilities:**

- Knowledge of the principles and practices of planning
- Knowledge of or experience in community remediation and redevelopment, and knowledge of relevant Federal programs
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS
- Knowledge of a relevant specialization such as transportation, land use, solid waste, or affordable housing is desired
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Technical and informal writing skills for plans/studies, grant proposals, newsletters, and email correspondence.
- Ability to maintain cordial and productive relationships with internal and external contacts, as well as the general public.
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable.
- Ability to work on several projects or issues simultaneously

- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind