

REGIONAL PLANNER

SECTION: Planning

REPORTS TO: Planning Director

SCOPE: This is a professional position responsible for performing and assisting in performing regional and local planning duties in the Planning Section of the RC.

RELATIONSHIP: This position interacts with agency staff, member governments, local officials, other public and private agencies and officials within the Region, state and federal agency personnel, and other individuals.

SPECIFIC RESPONSIBILITIES:

- Establish and maintain effective working relationships with member governments, agencies, co-workers, and the general public;
- Prepare or assist in the preparation of city, county, and regional studies/plans requiring research and planning recommendations on topics, including land use, housing, and transportation;
- Produce lay-outs and prepare or assist in the preparation of charts, maps, and other displays for use in planning documents or for public presentations; make public presentations on plans/projects; provide information, answer questions, and record comments;
- Provide socioeconomic and demographic assistance to other staff, and public and private agencies within the Region;
- Assist member governments and other staff with identifying, developing, and implementing needed plans, studies, or reports;
- Develop, research, and write, assigned topics, elements, or other planning documents;
- Interact with government officials, engineers, and other professionals to gather research and information;
- Conduct demographic and other research; gather, analyze, and interpret data and information; respond to public queries regarding targeted area demographics;
- Assist in updating or preparing comprehensive plans, solid waste management plans, transportation plans, housing studies, TMDL implementation plans, hazard mitigation plans or other tasks;
- Provide or assist in providing technical planning and plan implementation assistance to the RC and its member governments;

- Provide or assist in providing project development, technical research, data gathering, technical writing, reporting, and related duties necessary in the provision of planning technical assistance;
- Prepare, or assist in preparing, city, county, and regional studies, plans, and reports requiring research and planning recommendations;
- Make public presentations on plans/projects, and facilitate local stakeholder input and other community involvement in plan, document, and report preparation as required; and
- Perform other tasks or duties as assigned.

KNOWLEDGE/SKILLS:

Knowledge and proficiency in principles and practices of general regional and community planning. Must have skills in interpersonal and public relations; research and analysis; interpretation of data; use of computers and job related presentation software; and excellent oral and written skills.

EDUCATION AND EXPERIENCE:

This position requires a Masters Degree in Planning, Public Administration, or a related field, or a similar Bachelor's Degree and two years relevant experience.