



## BOONSLICK REGIONAL PLANNING COMMISSION JOB DESCRIPTION

<b>JOB TITLE:</b>	Planner
<b>REPORTS DIRECTLY TO:</b>	BRPC Executive Director
<b>SALARY RANGE:</b>	Depends on qualifications
<b>GENERAL DESCRIPTION:</b>	The Planner, under the direction of the Executive Director, will be responsible for planning-related activities for the organization and projects in its member communities. Planner(s) will serve as lead or assist, depending on current projects, staffing, and needs.

### **SPECIFIC RESPONSIBILITIES:**

- In conjunction with the Executive Director, solicit, prepare, and assist with the submission of grant applications to various state and federal agencies to fund projects/programs for BRPC and its member communities.
- Research/collect data for use in preparing applications or reports.
- Completion of environmental review process, when required by projects.
- Prepare (or assist with preparation) of BRPC plans including transportation, economic development, and hazard mitigation; updating as needed.
- Work with county government officials to determine their desired representatives on the BRPC Transportation Advisory Committee (TAC). Keep TAC member list up to date (along with contact information), arrange quarterly meetings, and communicate relevant information to the committee.
- Facilitate process of the BRPC TAC and the Missouri Department of Transportation (MoDOT) to identify and rate the region's existing infrastructure relating to transportation, assess deficiencies, determine needs, and develop a prioritization of needs designed to assist MoDOT with the allocation of transportation-related funding.
- Assist with the organization's role in development of the region's Comprehensive Economic Development Strategy, including establishment of a committee, organization/facilitation of meetings, writing/submittal of required documents and reports.
- Preparation of comprehensive narrative and statistical reports.
- Develop strong working relationships with BRPC partners; including state/federal agencies and commissions, elected officials, economic developers and groups, business/education/community leaders, and service groups in the region.

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*This job description is meant as a general explanation of some of the responsibilities and expectations for this position. As the demands of the organization change, so too may the demands of this position. This description in no way constitutes a contract for employment.*

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- Provide technical assistance to BRPC member communities.
- Serve as a liaison for member communities, as assigned by Executive Director.
- Work with local elected officials in obtaining citizen input related to planning programs and projects.
- Facilitate workshops and meetings to gain input regarding various planning projects.
- Identify community problems, issues, strengths, opportunities, and desired direction in the development of comprehensive plans.
- Creation of maps.
- Remain current with statutory requirements and innovative planning practices.
- Attend meetings, trainings, and conferences, as assigned by the Executive Director.
- Perform additional duties as assigned by the Executive Director.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of planning principles and practices.
- Familiarity with applicable codes, regulations, policies, and procedures.
- Analytical ability to gather and summarize data.
- Strong oral and written communication skills.
- Ability to work independently or collectively with staff on a variety of projects.
- Ability to communicate effectively and make presentations to groups.
- Skills to interact with appointed boards and commissions.
- Group facilitation skills for use with community workshops.
- Knowledge of computer software programs.
- Knowledge of ArcView suite of GIS products.
- Capacity to work on several projects or issues simultaneously.
- Ability to plan and organize work to meet schedules and timelines.

**OTHER FACTORS:**

- Valid driver's license required.
- Some evening meetings.
- Some travel required which may be out of region to attend conferences/trainings.

**DESIRED QUALIFICATIONS:**

- Bachelor's degree in planning, public administration or related area preferred.
- Experience in the planning field preferred. Equivalent experience in a similar field will be considered.

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