



BOONSLICK REGIONAL PLANNING COMMISSION JOB DESCRIPTION

- JOB TITLE:** Community Planner/Grant Writer
- REPORTS DIRECTLY TO:** BRPC Executive Director
- SALARY RANGE:** Dependent upon qualifications
- GENERAL DESCRIPTION:** Full or part-time considered.
This position, under the direction of the Executive Director, will be responsible for planning-related activities for the organization and projects in its member communities.

SPECIFIC RESPONSIBILITIES:

- In conjunction with the BRPC team, 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.
- Write and prepare grant applications for state and federal funding for projects and programs to meet regional needs.
- Completion of environmental review process, when required by projects.
- Seek out grant opportunities that fill needs for member communities.
- Prepare (or assist with preparation) of BRPC plans including transportation, economic development, watershed management and hazard mitigation; updating as needed.
- Facilitate process of the BRPC Transportation Advisory Committee (TAC) in coordination with 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 (CEDS), including establishment of a committee, 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.
- Provide technical assistance to BRPC member communities.
- Serve as a liaison for member communities, as assigned by Executive Director.

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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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Auxiliary aids and services are available upon request to individuals with disabilities.

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- 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.
- Completion/submission of reports related to funded projects/programs, as required, in a timely manner.
- 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:

- Strong oral and written communication skills.
- Ability to work independently or collectively with staff on a variety of projects.
- Analytical ability to gather and summarize data.
- 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 including Microsoft Office.
- Capacity to work on several projects or issues simultaneously.
- Ability to plan and organize work to meet schedules and timelines.
- Knowledge of planning principles and practices.
- Knowledge of ArcView suite of GIS products desired, but not required.

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:

- Graduation from an accredited college or university with major emphasis in planning, business, communications, public administration, English, history, or related fields.
- Experience may be substituted for educational requirements.
- Strong written and verbal communications skills.

Full or part-time candidates considered.

Office Location: Warrenton, MO

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