

Mid-Missouri Regional Planning Commission
Job Description

Regional Planner

Nature of Work

Under the supervision of the Executive Director, the Regional Planner is responsible for providing technical expertise to the Mid-Missouri Regional Planning Commission member communities in conducting and assisting with planning studies, grant applications, and other special projects.

Duties and Responsibilities *(include but not limited to)*

- Conduct and/or assist with regional planning studies on topics including transportation, community and economic development, emergency preparedness, and/or other identified special studies;
- Conduct and/or assist with community planning initiatives including transportation plans, comprehensive plans, hazard mitigation, emergency preparedness, and/or other identified special studies;
- Assist local governments in the application preparation and administration of grants, loan programs, research projects and other programs;
- Assist member communities with identifying specific needs within their communities and make recommendations for possible solutions;
- Provide information to local governments regarding state and federal funding programs;
- Provide basic research for the use of senior level professionals and member governments;
- Research, analyze and organize data into written reports;
- Maintain files and administrative records;
- Perform other assigned tasks as directed by the Executive Director.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Mid-Missouri Regional Planning Commission are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine duties.

Qualifications

Bachelor's degree from an accredited college or university is required with preference given to major course work in planning, public administration, political science, economics, or other related fields of study. Knowledge of GIS mapping applications is a plus but not required. Skill in the preparation of written reports is desirable and competency in communications with public officials is essential. Must possess the ability to work well with co-workers, elected officials, and others and desire to work in a team atmosphere.

Physical Requirements

Individual must possess a valid driver license and access to a motor vehicle to be used for business purpose travel within the region.