

Mid-Missouri Regional Planning Commission
Job Description

Regional Planner / Recovery Coordinator

Nature of Work

Under the supervision of the Executive Director, the Regional Planner / Recovery Coordinator 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. Special focus will be placed on assistance with projects aimed at assisting our local governments and business community recover from the current economic challenges and making our region more resilient to future disaster events.

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

- Coordinating conversations with local stakeholders on economic conditions in the region.
- Working with stakeholders to develop projects and assist local governments and economic development organizations apply for state and federal grant funding to move infrastructure and workforce development projects forward that might help in our region's economic recovery.
- Conduct and/or assist with regional and/or community planning studies on topics including community and economic development, transportation, emergency preparedness, and/or other special studies;
- Assist member communities with identifying specific needs within their communities and make recommendations for possible solutions;
- Maintain files and administrative records for state and federal grants;
- 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;
- 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 public administration, planning, political science, economics, business administration, or other related fields of study. Skill in the preparation of written reports and strong communication skills are essential. Must possess the ability to work well with co-workers, elected officials, and others and desire to work in a team atmosphere.

Other Requirements

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

Individuals must have home internet access which would allow them the ability to work from home.