

**Mid-Missouri Regional Planning Commission**  
**Job Description**

**Regional Planner/Grant Administrator**

**Nature of Work**

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

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

- Assist local governments in the application preparation and administration of grants, loan programs, research projects and other programs;
- Coordinate and/or assist with regional planning studies on topics including community and economic development, transportation, emergency preparedness, and/or other identified special studies;
- Coordinate and/or assist with community planning initiatives including comprehensive plans, transportation plans, hazard mitigation, emergency preparedness, and/or other identified special studies;
- 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.