



## Mid-MO Regional Planning Commission

### **Available Position: Planner / Environmental Review Specialist**

#### **Nature of Work**

Planner / Environmental Review Specialist will primarily focus on coordinating and completing county-level hazard mitigation plans as well as preparing environmental reviews for projects seeking state and/or federal grant funding. Other project development and grant administration tasks may be assigned as workload allows.

A link to our indeed posting can be found here: [Planner / Environmental Review Specialist - Ashland, MO 65010 - Indeed.com](#).

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

- Updating county-level hazard mitigation plans through coordination with local government officials (city and county) and other stakeholders and ensuring plans comply with FEMA standards. These plans are on a five-year update cycle. Copies of current hazard mitigation plans may be found on our website: [www.midmorpc.org/plans-publications](http://www.midmorpc.org/plans-publications).
- Environmental review responsibilities include (but not limited to):
  - o Completing environmental review forms/checklists
  - o Gathering documentation required to complete environmental review forms/checklists. This includes compiling floodplain, wetland, and topographic maps, as well as endangered species documentation from U.S. Fish and Wildlife and Missouri Department of Conservation.
  - o Preparing and sending letters along with required documentation to state and federal agencies to aid in their review of a project. Agencies that often require consultation include: Missouri State Historic Preservation Office (SHPO), Tribes, U.S. Army Corp of Engineers, U.S. Fish and Wildlife, and Missouri Department of Conservation.
  - o Serving as the Mid-Missouri Regional Planning Commission's main contact for state and federal agencies (see above) that may have an environmental interest our projects and ensuring that their comments and conditions for approval are noted in the environmental review record. Also, working with other Mid-Missouri Regional Planning Commission staff to ensure that conditions for approval are incorporated into project activities.
  - o Preparing and distributing required environmental review notices.

## **Qualifications**

Bachelor's degree from an accredited college or university is required.

Skill in the preparation of written reports, good attention to detail, and strong communication skills are essential.

## **Training**

Previous experience preparing hazard mitigation plans and environmental reviews is not required. Our current staff and state/federal partners will provide training to ensure tasks are completed in accordance with state/federal standards.

## **Other Requirements**

Must possess a valid driver's license and access to a motor vehicle to be used for work related travel within the region. Employees are compensated at the federal mileage rate for all work-related travel.

## **Salary and Benefits**

Anticipated starting salary \$48,000 - \$50,000 per year based on experience and qualifications.

Benefits include health insurance, LAGERS retirement plan, 13 paid holidays per year, 3 weeks of paid vacation and 3 weeks of paid sick time annually.

Flexible work schedule with the ability to work remotely 2 days per week.

We are a Public Student Loan Forgiveness (PSLF) qualifying employer.

*Mid-Missouri Regional Planning Commission is an equal opportunity employer.*

## **How to Apply**

Interested candidates may apply through indeed [Planner / Environmental Review Specialist - Ashland, MO 65010 - Indeed.com](#) or email a resume to [davidbock@midmorpc.org](mailto:davidbock@midmorpc.org).