



**JOB DESCRIPTION**

Position: Regional Planner

Reports to: Executive Director or Designee

Date: 9/12/2022

**General Responsibilities**

The Regional Planner will complete a variety of local and regional planning projects, including:

- Working with municipalities and other interested parties to prepare and update municipal comprehensive plans and to complete special planning projects.
- Conducting geographical analyses using geographic information software (GIS), and preparing maps and other materials in support of a range of planning and community development projects.
- Working with municipalities to develop and implement municipal land use regulations and local ordinances consistent with adopted land use policies.
- Working with the Transportation Program Manager to execute routine data gathering tasks, identify and pursue new projects and funding opportunities to advance transportation planning in the region, and complete related plans and special projects as needed.
- Applying for grant funding, managing grant funds and work programs, and submitting invoices and reports.
- Completing other work as assigned by the Executive Director.

**Qualifications:**

- Working familiarity with GIS programs. Demonstrated ability to input and analyze geographic data, to manipulate existing datasets and map files, and to create appealing map products.
- Coursework or a degree in planning or a related field.
- Professional experience in community development, land use planning, or transportation planning.
- Basic computer literacy and working knowledge of Microsoft Office programs.

**Desired Skills and Experience:**

- The ideal candidate is a self-motivated individual who enjoys working with others, analyzing and solving problems, and implementing real-world solutions.
- Demonstrated critical thinking, written and oral communication, and public speaking skills.
- Experience completing quantitative and qualitative research and presenting findings via written reports and PowerPoint presentations.
- Excellent interpersonal skills for facilitating relationships with municipal officials and citizen groups.
- Ability to work on several projects simultaneously and independently with supervision as needed.
- Experience and interest in engaging with diverse groups of people.
- Familiarity with methods for soliciting public input and facilitating group decision making.
- Familiarity with and interest in land use policy and processes, housing access, transportation topics, open space development, and local government decision-making.
- Working knowledge of Adobe Creative Suite programs a plus.