UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION

POSITION: Regional Planner
CLASSIFICATION: Grade 15-17
REPORTS TO: Department Head/Executive Director

TYPE OF WORK:

Under the general direction of the Economic Development Department Head. Responsible for providing planning, economic development, and community development, administrative, and technical assistance to UERPC and its individual member cities and counties. Assures compliance with local, state, and federal codes and standards.

DUTIES:

- Regional Planning, including: recovery and resiliency planning; long-range comprehensive plans; strategic planning; community goal and visioning sessions; feasibility studies; site planning; neighborhood and district plans; hazard mitigation plans; housing needs assessments; park, recreation, and open space plans; and being a partner in other various regional and community planning efforts upon request.
    - Collect, research, and analyze data for diverse planning projects, including demographics, income, housing, hazards, land use, transportation, agriculture, natural resources, community and natural history, economic development, community facilities, and utilities and infrastructure.
    - Analyze spatial data and create maps using geographic information systems (GIS).
    - Design and conduct public and stakeholder engagement meetings and presentations.
    - Compile public input and facilitate community decision-making and prioritization processes.
    - Design and draft plans, documents, and reports.
    - Attend national, state, and regional conferences, meetings, and trainings.
    - Attends and participates in meetings of various city councils, county boards of supervisors, ad hoc committees and planning and zoning commissions.
    - Create designs, visualizations and plan graphics.
    - Assist with grant writing in pursuit of planning, economic development, and community development projects.
- Complete city code and ordinance updates:
    - Attend city council meetings to conduct code work sessions
    - Address city questions on the interpretation and application of code requirements
    - Correspondence with Iowa Councils of Government (ICOG) code group on issues pertaining to code writing and interpretation; attend ICOG code trainings
    - Update and format city codes and ordinances
- Assisting with grant writing as requested.
- All other job duties as assigned by the Department Head / Executive Director.

QUALIFICATIONS:

Bachelor's Degree in Planning, Public Administration, Economic Development or related field preferred. Prefer one year of experience in municipal or regional planning or closely related field; or an equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Requires knowledge of planning principles, practices, and techniques, including pertinent laws, regulations and legislation; strong communication skills such as writing and public speaking experience; basic statistical knowledge (for data analysis); knowledge of geographic information systems (GIS) and mapping; and basic knowledge of other computer operations and software, including technical knowledge of operating systems, word processing, electronic spreadsheets, databases, and other software applications as necessary.

Other qualifications include:

- Ability to demonstrate good interpersonal and active listening skills.
- Possess and utilize written skills with demonstrated grammar and professionalism in business correspondence and reports to file.
- Ability to organize work, determine priorities and meet deadlines.
- Ability to work harmoniously with co-employees including managers and interact with the general public in a tactful and courteous manner.
- Ability to be a good spokesperson on behalf of the Commission.
- Ability to maintain a valid driver's license.

Work Environment:
The Regional Planner operates in a professional office environment with a moderate noise level.

Physical Demands:
This position is largely a sedentary role; however, routine use of standard office equipment such as computers, phones, photocopiers, calculators, filing cabinets and fax machines is required. While performing the duties of this job, the employee is regularly required to talk and hear, and on occasion operate a motor vehicle. The employee is routinely required to stand, sit, spend time making repetitive motions, reach with arms and hands, and lift up to 10 pounds. Requires close visual acuity to prepare and analyze data and figures, viewing a computer, and reading.

Travel:
This position requires travel to client locations, agency offices and meetings. Moderate overnight travel is required.

_____ _____
Executive Director Date

_____ _____
Department Director Date

_____ _____
Employee Date

Revision Date: January 2024

UERPC is an Equal Opportunity Employer. UERPC is a nondiscriminatory agency. Ancillary aids and services will be available upon request for a person with a disability.