

# *Southeast Alabama Regional Planning & Development Commission*

## **POSITION AVAILABLE – PLANNER POSITION**

(May be filled by Associate Planner, Regional Planner, or Senior Planner)

### **JOB SUMMARY**

Under direction, works with the Community Development Director on providing technical assistance to local governments, including municipalities and counties, with issues related to planning assistance, grant development and implementation, hazard mitigation programs, community development, geospatial solutions, and other related duties as requested.

### **DUTIES AND RESPONSIBILITIES SUMMARY**

- ❑ **Community Planning** – Facilitates and develops comprehensive, strategic, transportation, hazard mitigation and other planning documents for local governments throughout the region.
- ❑ **GIS/Cartography** – Design and implement GIS/mapping documents for several types of projects. Develop and maintain various geographic datasets. Operates GIS computer workstation.
- ❑ **Project Planning and Development** – Assist regional communities to identify specific needs and recommended solutions. Develop and implement state and federal grants and other programs. Maintain files and administrative records.
- ❑ **Research** - Conducts personal interviews and surveys with area residents and organizational leaders regarding such planning issues as land use, zoning, utilities, transportation, recreational facilities, and community services.
- ❑ **Analysis** - Consults with engineers, system operators, and other experts regarding possible solutions to local and regional needs. Analyze and organize data into written reports. Interpret demographic, economic and other supplemental information.

### **QUALIFICATIONS**

- ❑ Bachelor's degree in planning, public administration, geography or closely related area.
- ❑ Master's degree preferred or 2-3 years experience in planning/development research OR appropriate combination. (Senior planner requires a master's degree & 5 years experience.)
- ❑ Knowledge of research resources and techniques related to community development projects.
- ❑ Knowledge of the operations of local, state, and federal governments.
- ❑ Capabilities in computer usage to include Geographic Information Systems (GIS)/ArcView.
- ❑ Knowledge of cartographic and GIS principles.
- ❑ Writing skills to develop position statements, reports, proposals, and related documents.
- ❑ Verbal communication skills to deliver presentations, negotiate, counsel, issue instructions, answer questions, and respond to a variety of people.
- ❑ Comprehension skills to understand and respond to present and emerging policy issues.
- ❑ Analysis and planning skills to develop proposals, budgets, strategies, and various types of plans.
- ❑ Ability to relate productively to external groups including business/community groups, state and local officials, and the public in general.
- ❑ Ability and desire to work in a team atmosphere.
- ❑ Possess valid driver's license and access to a motor vehicle to be used for regional business travel.
- ❑ Be willing to travel to professional meetings/workshops and willing to work irregular hours.

Annual pay range depending upon level of Planner position and qualifications (FLSA exempt positions):

Associate Planner \$27,885-\$44,957; Regional Planner \$31,606-\$50,956; Senior Planner \$35,114-\$56,612

**TO APPLY:** For required employment application send application letter with resume to SEARP&DC, P.O. Box 1406, Dothan, Alabama 36302; call (334) 794-4093 Ext 1410; [protocol@searpcdc.org](mailto:protocol@searpcdc.org); or [www.searpcdc.org](http://www.searpcdc.org). Applications and information may be picked up on the Fourth Floor, Receptionist area, Houston County Administration Building, 462 N. Oates Street, Dothan, AL. **Closes 1/29/10. EOE/AA**

Posted: 1/4/2010

Closes: 1/29/2010