

Planner I / Planner

Summary

The Planner I position requires general knowledge of planning principles and/or the field of public administration, public policy or related area and works across a variety of planning areas to gain knowledge and support the agency's work program.

Essential Functions

- Provides technical assistance and support to staff teams, members and projects;
- Collects a variety of statistical and qualitative data, conducts analysis and prepares reports summarizing findings;
- Prepares and presents reports, maps and other materials of limited complexity in support of internal and external reporting requirements;
- Attends public meetings on behalf of the agency and acts as a liaison to identified organizations;
- Assists with the planning, logistics and preparation of hosted meetings and events and development/implementation of strategies to increase public engagement

Competencies

- *Communication Proficiency*, including: Effective verbal and written communication skills; strong in listening and note taking.
- *Project Management*, including: Strong organizational skills and capacity for multi-tasking on independent and team-based work; motivated self-starter with ability to work independently and under direction from multiple individuals. Ability to maintain manage multiple projects and provide status updates on each at regular intervals.
- *Problem Solving and Analysis*, including: Experience with performing literature reviews, web based and other qualitative research such as interviews and surveys; experience with research methods, survey and statistical analysis principles; possesses strong analytical and data synthesis skills.
- *Technical Capacity*, including: Competency in basic computer applications (MS Office, Adobe Suite, ArcGIS); Basic understanding of Planning Principles; Familiarity with GIS capability and functionality.

Supervisory Responsibility

This position is generally not responsible for supervision of other personnel but may have responsibility for project management and team coordination.

Position Type/ Expected Hours of Work

This is a part-time position. Standard days and hours of work are Monday through Friday, 8:00 am to 4:30 pm; flexible schedules are permitted with prior approval. Occasional evening and weekend work may be required for specific project deadlines or meetings as job duties demand.

Travel

Regular travel within the region for meetings is expected.

Required Education and Experience

Bachelor's degree or Master's degree required with demonstrated interest and experience in the planning, public administration or related profession.

Work Environment

This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to touch, handle or feel and to reach with hands and arms.

The position requires the ability to occasionally lift office products, small equipment and supplies up to 30 pounds.

Must possess the visual acuity to prepare data and statistics, to perform accounting, to operate a computer, and to read extensively

Additional Eligibility Qualifications

None required for this position.

Work Authorization/ Security Clearance

The position requires a criminal background check.

This position description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

RRPDC strives to cultivate and maintain an inclusive culture among its staff members. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at RRPDC are based on agency need, job requirements and individual qualifications, without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, disability or any other status protected by the laws or regulations applicable in the Commonwealth of Virginia.