

Planner II/ Associate (Junior) Planner/ Coordinator

Summary

The Planner II position has increasingly specialized knowledge of the planning field and elevated experience with one or more planning specialties such as community development, economic development, emergency management, environmental, human services or transportation.

Essential Functions

- Provides technical assistance and support to staff teams, members and projects;
- Leads planning work efforts including plan review, development and updates in functional areas;
- Conducts extensive research in in specific project areas for best practices, economic and demographic trends,
- Identifies community problems, issues, and opportunities for improved planning in the region;
- Writes and presents formal and technical reports, working papers and correspondence;
- Represents the agency at public meetings and presents material through formal and informal presentations;
- Recommends priorities, schedules and funding sources to implement organizational and community goals.

Competencies

- *Communication Proficiency*, including: Effective verbal and written communication skills; strong in listening and facilitation.
- *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 in multidisciplinary teams. Ability to maintain manage multiple large and long-term 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); Well-developed knowledge of Planning Principles; Knowledge of principles, methodology, practices of research and data collection and representation including GIS, Tableau or other data visualization tools; Familiarity with federal and state funding programs, requirements and performance standards.

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 with 5 years relevant experience in planning, public administration or other field or Master's degree required with demonstrated interest and experience in the planning, public administration or related profession.

Preferred Education and Experience

Master's degree in relevant academic area and professional experience.

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.