

## Planner III/ Senior Planner/ Manager

### Summary

The Planner III position has high levels of experience in planning, public administration or related field and content area expertise. The position is designed to have significant responsibility for leading planning efforts, major programs or supporting planning assignments with high degrees of complexity. Most at this level focus work in a specific functional area such as community development, economic development, emergency management, environmental, human services or transportation but are expected to identify connections among and opportunities to promote coordination of activities at the programmatic level.

### Essential Functions

- Identifies planning study needs and develops scopes of work for projects;
- Provides professional planning assistance to member communities on a variety of subjects;
- Manages complex planning work efforts through project leadership, staff supervision and consultant management;
- Participates in regional advisory boards and committees and represents the interests of the agency in stakeholder and other community group gatherings;
- 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 and provides support in developing performance reports and other briefings related to agency management and programmatic compliance.

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### Competencies

- *Communication Proficiency*, including: Effective verbal and written communication skills; ability to present technical information in a formal and informal setting; strong in listening and facilitation skills.
- *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 multiple large and long-term projects and provide status updates on each at regular intervals and to support subordinate's development in this area.
- *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); Advanced knowledge of principles, methodology, practices of planning, research and data collection and representation including GIS, Tableau or other data visualization tools; Practical experience with federal and state funding programs, requirements and performance standards.



### **Supervisory Responsibility**

This position may be responsible for direct supervision of employees and has responsibility for project management and team coordination.

### **Position Type/ Expected Hours of Work**

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:30 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 required with 15 years' experience in planning or a related field or an equivalent combination of education and experience.

### **Preferred Education and Experience**

Master's degree preferred in a related field with at least 10 years' work experience in planning or related field.

### **Work Environment**

This position 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 does not require 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.

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