

## REGIONAL PLANNER I – PLANNING and GIS specialist

FLSA: Exempt

### Job Summary

The Regional Planner - Planning provides local and regional planning, project development, grant writing, and grant administration services to localities within the planning district. Completes and provides oversight in the preparation of comprehensive plans, regional plans, community plans, grant applications, financial reports, annual budgets, and related support documentation.

### Essential Functions

*The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Serve as the lead on comprehensive plan updates for contracted localities, including plan design, development, and writing; meeting with local planning commissions; implementing the public input process; and other duties related to the process. Provide leadership to supporting staff and interns assisting in the process.
- Manage digital mapping process for the Commission by using ARCGIS to create maps and analyze spatial data, and update zoning and land use maps for contracted municipalities.
- Assist the Division Director with the development and maintenance of the Commission's Comprehensive Economic Development Strategy (CEDS) and regional strategic plan.
- Facilitate meetings and input sessions.
- Assist with the development and maintenance of regional plans, including the regional hazard mitigation plan, rural long-range transportation plan, regional water supply plan, and regional solid waste management plan.
- Serve as the Commission's source for demographics, Census data, and economic statistics.
- Provide grant writing assistance to member jurisdictions and regional organizations.
- Administer community and economic development grants, which includes reporting, financial management, tracking of activities against grant requirements, and addressing special requests. Provides annual grantee performance reports, financial reports, and project performance reports/evaluations.
- Oversees the procurement process (following Virginia State Procurement Standards) and evaluates and selects program participants, contractors, engineers, and architects for grant funded initiatives.
- Work with member jurisdictions and regional organizations to identify and cultivate potential projects.

### MARGINAL FUNCTIONS

- Provide management of comprehensive plan projects, including writing plans and working with Planning Commissions.
- Coordinates and completes general planning projects as requested by member jurisdictions and regional organizations.
- Work with member jurisdictions and regional organizations to identify and cultivate potential projects.

- Performs special projects and duties as necessary.

### **SUPERVISION RECEIVED**

This job functions under general direction and uses a wide range of procedures in meeting job responsibilities; plans and arranges own work; and refers unusual cases and situations to supervisor. This job reports to the Division Director.

### **SUPERVISORY RESPONSIBILITIES**

This job has no responsibility for the supervision of other full-time or part-time staff. This job may be responsible for the supervision of interns and temporary part-time staff.

### **PHYSICAL AND ENVIRONMENTAL FACTORS**

#### **Physical Demands**

- Tasks involve the ability to exert light physical effort involving some combination of sitting, walking, stooping, kneeling; and may involve some lifting, carrying, pushing, and/or pulling of objects and materials of generally light weight.
- Subject to working hours beyond regularly scheduled hours; attends evening meetings.

#### **Sensory Requirements**

- Uses a keyboard for typing or data entry
- Uses a mouse or other input device for data input – GIS, databases, etc.
- Uses computer, telephone, calculator, and other basic office equipment.

#### **Environmental Factors**

- Tasks are regularly performed without exposure to adverse environmental conditions.
- Tasks may be performed outside during all seasons.
- Travels to off-site locations both within and outside the Mount Rogers Planning District.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in planning, geography, or related field or an equivalent combination of education and experience. Master's degree in planning or related field and local and/or regional planning experience is preferred.

#### **Knowledge, Skills and Abilities:**

- Knowledge of the geography of the region
- Knowledge of basic office equipment
- Strong knowledge of appropriate software applications – MS Office, web applications
- Ability to analyze and solve moderately difficult and complex problems
- Ability to work courteously and effectively with the public, elected officials, town/county/city staff, and MRPDC staff
- Good written and oral communication skills

#### **Licenses or Certifications:**

A driver's license valid in the Commonwealth of Virginia.