

West Florida Regional Planning Council

Job Description

JOB TITLE: Planner I

ROLE & LEVEL: P1

TRAVEL: 25-50%

REPORTS TO: Planning Manager

FLSA STATUS: Exempt

WORK OBJECTIVE:

Performs entry level professional planning work for the West Florida Regional Planning Council (WFRPC). Develops planning studies and reports in support of new and updated plans, programs and regulations. Work is performed under general supervision with minimal latitude for the use of initiative and independent judgment based on professional education and previous experience. This position is part-time (15-24 hours per week) and focuses primarily environmental planning and programs.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops planning studies and reports in support of new and updated plans, programs and regulations
- Collects a variety of statistical data and prepares reports and maps on topics related to area of responsibility; may conduct other related research and analysis
- Attends meetings related to area of responsibility to serve as a representative of the agency (may include evenings and weekends)
- Serves as support staff for community groups, government agencies, developers and elected officials
- Provides technical assistance via email, telephone, and in person to organizations seeking help on issues related to assigned area of responsibility
- Assists in planning projects, workshops, and events related to assigned area of responsibility
- Contributes to monthly newsletters, periodic reports, and agency annual reports
- May conduct field evaluations and assessments related to area of responsibility
- Provides staff support to local boards related to assigned area of responsibility
- Provides information to the public related to area of responsibility
- Assists in the review of a variety of proposals and plans
- Researches and drafts grant applications
- Coordinates meetings

MINIMUM QUALIFICATIONS:

Bachelor's degree in urban planning, architecture, public policy or related field; supplemented by some planning experience. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Background in environmental science, natural resource conservation or biology, marketing, public relations; interest in environmental stewardship, conservation, education
- Previous experience as an instructor is strongly preferred

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- Advanced computer skills

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of principles and practices of research and data collection
- Basic knowledge of the principles and practices of planning
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to prepare clear, accurate and concise records and reports

PHYSICAL REQUIREMENTS:

Tasks involve light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

SALARY:

Salary range starts at \$15.87 per hour. Actual offer will be based on individual qualifications and funding.

HOW TO APPLY:

Please visit <http://www.wfrpc.org/employment-opportunities> to obtain an application and instructions regarding submission.

Candidates will not be considered until both the application and resume are received.

The WFRPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the WFRPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. WFRPC is a Drug Free & Tobacco Free Workplace.