

REGIONAL PLANNER

The Area 15 Regional Planning Commission, located in Ottumwa Iowa, is seeking a qualified individual for the position of Regional Planner. Area 15 Regional Planning Commission is a 28E regional planning organization that conducts planning, analysis, economic development, grant writing and grant administration aimed at improving the economy and community quality of life in Southeast Iowa.

The Regional Planner will principally focus on community development planning for cities and counties in Southeast Iowa. The Regional Planner will collaborate with government, non-profit, private business, and the public to articulate and advance citizens' visions for their communities and the region. The Regional Planner is expected to have expertise in community and regional planning. In addition, quantitative and analytical skills, proven written and oral communications skills, and strong leadership and interpersonal skills to network and build relationships with diverse audiences in the region.

Duties

- Facilitate the completion and maintenance of the region's Comprehensive Economic Development Strategy (CEDS) document.
- Prepare and administer federal community development block grants (CDBG).
- Prepare environmental reviews on potential project sites.
- Prepare reports, charts, and graphs, to illustrate economic development studies.
- Develop and assist in implementation of comprehensive and strategic plans and programs for development in cities and counties.
- Build positive working relationships among a broad spectrum of community elected, appointed, and citizen leadership.
- Understand community goals and strategies and collaborate with leaders to proactively implement projects; familiarity with tools such as zoning, Tax Increment Financing, nuisance abatement, and community development grants.
- Assist with projects and lead grant administration for communities across the region
- Hold public meetings with government officials, developers, the public, or special interest groups to formulate, develop, or address issues regarding land use or community plans.
- Educate, inform, and make recommendations to local elected and appointed officials.
- Design, promote, or administer government plans or programs for projects such as tourism, economic development, public works/utilities, housing, community facilities, and public services.
- Prepare graphic and narrative reports on programs and projects.
- Participate in and support team economic development planning efforts.
- Research, compile, analyze and organize information from maps, reports, investigations, and books for use in reports and special projects.
- Respond to public inquiries and complaints.
- Prepare, maintain, and update files, records, maps, and databases.
- Other duties as assigned by the Senior Planner and Executive Director.

Necessary qualifications:

- A degree in regional and/or community planning or a related field or demonstrated knowledge and experience with planning concepts and practices.
- Excellent written and verbal communication skills, including the ability to convey technical information clearly to non-planning oriented audiences.
- Familiarity with ArcGIS, proficiency in Microsoft Office and other programs as needed.
- Familiarity with website management and company Facebook posting.
- Able to work both independently and as part of a team to prioritize and manage multiple tasks.
- The ability to prioritize competing demands in a changing, fast-paced environment.
- Demonstrate strong follow-through skills and attention to detail under deadline pressures.
- At least one year of work experience in the planning area is preferred.

Starting salary \$40,000 to \$50,000 plus benefits, commensurate with experience and qualifications. Evening hours/meetings will be required.

To apply please submit a resume with references and cover letter electronically to Chris Bowers, Executive Director at chris.bowers@area15rpc.com . The position will remain open until filled. Equal Opportunity Employer.

For more information about Area 15 Regional Planning Commission, check us out at www.area15rpc.com If you have any questions or need further information please contact Chris Bowers at (641) 814-8403.

Position Advertised on 4/11/2022