

## **COMMUNITY PLANNER**

The Area 15 Regional Planning Commission, located in Ottumwa Iowa, is seeking a qualified individual for the position of Community Planner. Area 15 RPC is a regional planning organization that performs planning services for a 6-county region aimed to improve the economy and quality of life in Southeast Iowa. Areas of interest include strategic planning, public infrastructure, housing, transportation, tourism, and economic development.

The Community Planner will focus on developing projects for cities and counties in Southeast Iowa. The Community Planner will collaborate with government, non-profit, private business, and the public to advance community and regional development. Experience in grantwriting, administration, and strategic planning is necessary. Candidates should have with good written and oral communication, leadership, and interpersonal skills.

This is an excellent opportunity for entry-level or advanced planning experience. Starting salary is dependent on education and experience. Area 15 RPC offers competitive salary with health and life insurance benefits, vacation/holiday/sick pay.

To apply please submit a resume with references and cover letter electronically to Chris Bowers, Executive Director at [chris.bowers@area15rpc.com](mailto:chris.bowers@area15rpc.com) . The position will remain open until filled. Equal Opportunity Employer. More information at [www.area15rpc.com](http://www.area15rpc.com)

Position Advertised on 6/20/2022

## **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.

## **Qualifications:**

- A degree in regional and/or community planning or a related field or demonstrated knowledge and experience with planning concepts and practices.
- Good 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.