

COMMUNITY PLANNER

GENERAL STATEMENT OF DUTIES

The primary duties for this position are to complete research, compile data for projects, and to provide support for various projects within the department.

DISTINGUISHING FEATURES OF THE CLASS

Work in this class is oriented toward assisting communities with planning activities as well as writing and administering grants. The work requires extensive research and compilation and analysis of data. Work also requires extensive public contact often of an independent nature. The employee is also involved in economic development work and is often required to prepare complex documents related to the work. Work is performed under the regular supervision of the Director of Community and Economic Development.

TYPICAL TASKS

- * Writes and administers grants;
- * Serves as the ARC planner;
- * Coordinates infrastructure development throughout the region;
- * Develops the annual comprehensive economic development strategy;
- * Collects data and performs analysis;
- * Works with local governments in developing plans at the local level by serving as a resource;
- * Serves as a coordinator and resource for a variety of regional planning activities;
- * Develops planning studies and reports in support of new and updated plans, programs and regulations;
- * Acts as liaison between community groups, government agencies, developers and elected officials in developing plans;
- * Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- * Excellent written and verbal communications skills, including public speaking,
- * Proficiency in Excel and other data analysis tools, as well as basic office software,
- * Ability to effectively communicate with an audience of diverse interests and political persuasions,
- * Understanding of the prevailing issues facing Appalachian communities,
- * Knowledge and skill in desktop publishing,
- * Considerable knowledge of GIS,
- * Some knowledge of group facilitation and mediation,
- * Knowledge of the principles and practices of planning,
- * Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.

- * Knowledge of local government operations and state and federal programs and agencies that service local governments.

DESIRABLE EDUCATION AND TRAINING

Any combination of education and training equivalent to an undergraduate degree in geography, public administration, or planning with some experience in local or regional planning. A master's degree in public administration, planning, or related field is strongly preferred.

PHYSICAL REQUIREMENTS

Work in this class is generally sedentary. Work does require the ability to talk to stakeholders and conduct meetings, see printed materials and a computer screen, and the physical dexterity to operate a motor vehicle and office equipment. Work is required outside of the office so the ability to travel is a requirement of the job.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license and a satisfactory driving record.

FLSA STATUS

Exempt