



## REGIONAL PLANNER (PART-TIME) JOB DESCRIPTION

**GENERAL STATEMENT OF DUTIES:** Assists with the implementation of the Eastern Upper Peninsula Regional and Development Commission's Regional Planning & Community Development Department's programs overseen by the CEO.

**CHARACTERISTIC FEATURES OF THE POSITION:** This is a professional position involving the development and implementation of the EUP's Regional Planning & Community Development planning program, which could include economic development and transportation planning, broadband planning, regional housing initiatives, regional childcare planning, etc. This individual is directed by and responsible to the CEO, who makes all final decisions regarding the program, policies, and recommendations. This individual must have the ability to work individually and as a team.

**EXAMPLES OF WORK: (Illustrative only and not limited to)**

- Implements planning and community development programs as outlined in the Commissions' Work Program.
- Assists the Commission, including program development and liaison with Federal, State, and Local agencies.
- Provide planning expertise on planning projects to Agency staff and stakeholders.
- Coordinate and facilitate planning training workshops and informational meetings.
- Assist in managing planning projects and write reports as required.
- Coordinates and communicates activities with the Commissions' CEO, providing advice and information.
- Implements the decisions of the CEO.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge of the principles, practices and techniques of planning and community development; working knowledge of the current methods for collecting, analyzing and interpreting data; ability to make presentations to stakeholders and the public; ability to identify and pursue grant opportunities; ability to express oneself clearly and concisely, both verbally and in writing; ability to keep accurate records and prepare analytical reports; ability to work with other professionals and the general public. Proficiency in Microsoft Word, Excel, Outlook, PowerPoint is required. Proficiency in WordPress is not required but would be valued. A valid Michigan driver's license is required.

**EDUCATION AND WORK EXPERIENCE REQUIREMENTS:** A minimum of Bachelor's degree in urban/regional planning, transportation planning, civil engineering, economics, public administration or a related field, and two years of planning and/or community development experience. *NOTE:* A Master's degree, in an appropriate field, or American Institute of Certified Planners (AICP) recognition may substitute for two years of planning experience.

**SALARY RANGE:** \$20,000-\$25,000 annually (part-time)