

## **REGIONAL PLANNER / HOUSING**

### **Description of work:**

The Regional Planner is a full-time professional position and will provide services to SICOG member communities. The position will be responsible for assisting with planning, technical assistance, grantsmanship, general and contractual assistance to local governmental members of the SICOG.

The position will be responsible for assuring the completion of specific service tasks pertaining to:

1. Comprehensive Plans and other planning documents.
2. Technical assistance to cities and counties.
3. Overall regional development plans, needs and concerns.
4. Individual member contractual projects.
5. Overall coordination of development and planning activities.
6. Providing assistance in both community and economic development activities.
7. Mapping and other GIS services.

The Regional Planner will have broad discretion and independent decision making in developing plans, selecting and mixing related services, assisting with determining needs and solutions of individual member governments. Plans and assistance must, however, conform to the policies and overall direction of the agency. The Regional Planner is directly accountable for the successful completion of individual projects, and indirectly accountable for overall service delivery.

### **Supervision:**

The Regional Planner position reports to the agency's Executive Director.

**FLSA STATUS:** Exempt

### **Essential Duties and Responsibilities:**

The Regional Planner duties include, but may not be limited to the following:

1. Provide technical assistance to member governments on an ongoing basis, as requested and/or as required, and serve as another primary contact for members.
2. Conduct research, analyze data, and prepare reports, presentations and documents for a wide variety of projects.
3. Research and write grant applications as requested, and complete contractual administrative requirements as assigned.
4. Establish and maintain a rapport with local member governments, and elected/appointed officials, to determine needs and concerns and assist with contract and service development.
5. Develop and maintain several areas of expertise that directly benefit member governments.
6. Remain knowledgeable and current of relevant federal, state and local community and economic development programs.

7. Maintain a working knowledge of governmental and planning operations and processes.
8. Complete all work in an accurate and timely manner.
9. Coordinate activities with all other agency staff, assist with overall office needs, and aid other staff as much as possible during individual "down time".
10. Maintain knowledge of other agencies' and partners' programs, coordinate activities with all other agencies and partners, and conduct a good working relationship with all other state and local service providers.
11. Maintain liaisons with all State of Iowa Departmental field staff that relate to planning and development programs, especially those staff that work in the same expertise area.
12. Assist with the development of a staff team approach.
13. General work related activities.
  - Provides callers with information and assistance.
  - Accurately types correspondence, documents, reports, forms, records and other materials using typewriter, computer word processing program and spreadsheets.
  - Maintains orderly files.
  - Copies, faxes, emails, sends and files materials as directed.
  - Prepares planning documents and reports relating to housing needs assessments, hazard mitigation plans, and housing compliance monitoring.
  - Prepares financial reports in accordance with program guidelines.
  - Prepares progress reports in accordance with program guidelines.
  - Writes and administers a variety of state and federal grants for various community development programs.
  - Performs assorted record keeping duties associated with housing and community development programs.
14. Assist other staff members with research, data collection and program management on an as needed basis.
15. Perform all other duties relating to the agency and workplace as assigned by the Executive Director.

**Education and Experience:**

1. Bachelor's Degree in Planning, Public Administration or related field and no prior experience is necessary, but desired.
- OR
2. Bachelor's Degree in another field and one (1) year of experience working with governmental projects.
- OR
3. Master's Degree in Planning, Public Administration or related field and no prior experience is necessary, but desired

**Knowledge, Skills, and Abilities:**

**HOUSING DUTIES:**

Duties include technical and advisory work, administrator of federal and state grants by working with local governments, homeowners, contractors and the general public. Professional and technical position responsible for:

1. Assisting property owners in improving and rehabilitating their properties.
2. Conducts client interviews and inspection to assess property needs;
3. Prepares work write-up reports and cost estimates of rehabilitation work;
4. Coordinates rehabilitation work with contractors;
5. Prepares work agreement/contract between the homeowner and contractor;
6. Conducts follow-up inspection;
7. Maintains individual case files and cross referenced files and other reports;
8. Other duties as assigned.

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Knowledge of basic planning practices and procedures, and general governmental operations.
2. Ability to utilize time management and organizational skills.
3. Ability to work effectively with a wide range of personalities.
4. Skilled in analytical techniques.
5. Ability to operate with minimum supervision.
6. Ability to communicate clearly, both orally and in writing.
7. Ability to coordinate other staff projects and provide assistance as required.
8. Ability to work within a team atmosphere.
9. Ability to make independent decisions.
10. Ability to prioritize.
11. Ability to function in a professional manner and as a "staff leader."
12. Ability and willingness to meet deadlines.
13. Ability to function with a work load instead of a time philosophy.
14. Skilled in computer usage, keyboarding, and data entry, including knowledge of current common office software applications.
15. Ability to facilitate group sessions and disseminate information in a semi-classroom or townhall setting.
16. Knowledge of, or ability to learn, interpret, and retain guidelines and regulations pertaining to expertise areas.
17. Ability to work in pressure situations.
18. Knowledge of general office machines and equipment, and ability to operate these machines.
19. Ability to multi-task.

For information about SICOG and the Southern Iowa Council of Governments area please visit the following web site:

[www.sicog.com](http://www.sicog.com)

Questions can be addressed to:

[SICOG@sicog.com](mailto:SICOG@sicog.com)

Request for complete Job Description can be addressed to:

[Ostroski@sicog.com](mailto:Ostroski@sicog.com)