

BEAR RIVER ASSOCIATION OF GOVERNMENTS

JOB TITLE: Regional Planner – Full Time
DURATION: 12-month Position, Benefited
DEPARTMENT: Community and Economic Development
FLSA: Non-Exempt GRADE: 9
SALARY RANGE: \$40,000 to \$45,000 Annually, DOE
EFFECTIVE DATE: July 22, 2020

GENERAL PURPOSE:

Under general direction and limited supervision, the Regional Planner will perform select regional and community planning activities that benefit local jurisdictions based on requirements associated with current available funding sources and departmental needs.

SUPERVISION RECEIVED:

Works under general administrative supervision from the BRAG Community & Economic Development Director and the Senior Regional Planner.

SUPERVISION EXERCISED:

None, with the exception of limited supervision of support staff.

EXAMPLE OF DUTIES:

This list of tasks is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by positions of this class. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). Management reserves the right to add or change duties at any time.

- Help develop and implement public outreach and planning activities for regional and community-level Pre-Disaster Natural Hazard Mitigation plans in the Bear River Region and other areas.
- Interface and coordinate with various levels of government, including federal, state, and local.
- Research best practices for community and economic development planning and implementation processes.
- As needed, work closely with BRAG Senior Regional Planner in providing assistance to counties and municipalities located in the Bear River Region to address local planning needs such as general plan and ordinance compliance, capital facilities planning, parks and trails planning, housing affordability, smart growth education, etc.

MINIMUM REQUIREMENTS

1. Education and Experience

Bachelor's degree (master's degree preferred) in city and/or regional planning, public administration, community development or closely related field, or experience equivalent to three (3) years' full-time planning work at a regional agency or equivalent.

2. Necessary Knowledge, Skills and Abilities

Ability to communicate in writing clearly, concisely and accurately. Ability to communicate orally in public meetings and presentations.

Skill and experience in customer service and/or working with elected/appointed officials, planning professionals/community staff, and the general public in a professional manner.

Self-motivation and the ability to exhibit initiative in streamlining and innovating processes associated with planning and community development.

Knowledge of the principles and theories of community planning and economic development.

Knowledge of procedures and techniques for preparing grant requests. Knowledge of the general principles and practices of grant administration, including budget development, application preparation, reporting and invoicing, monitoring, and project evaluation.

Working knowledge of the methods and techniques for word processing, use of spreadsheets, data base management, document design, public presentations, etc. Experience with Adobe InDesign and other document/graphic design programs preferred.

Skill in using ArcGIS Pro or ArcMap 10X software. Ability to create or convert multiple formats of data into digital form for GIS systems. Working knowledge of GIS database design, analysis methodologies, tools, and techniques. Must have working knowledge and experience with GIS editing, projections, tabular data and metadata.

Ability to work with AOG staff, to take the lead with assignments when required, and to carry out projects in a responsible manner.

Participation in meetings outside of business hours.

A current Utah Driver's License or ability to obtain a driver's license within 8 weeks of hire.

Occasional travel, including overnight stays.

SELECTION PROCESS:

Formal application; rating of previous experience and education; reference check; in-person or virtual interview; final interview with hiring authority.

E-MAIL RESUME AND COVER LETTER TO:

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