



BEAR RIVER ASSOCIATION OF GOVERNMENTS

170 North Main, Logan, UT 84321

435-752-7242

JOB TITLE: Sr. Regional Planner (Planner II or III) – Full-Time
DURATION: 40 hours/week
DEPARTMENT: Community and Economic Development
FLSA: Non-Exempt GRADE: 9
SALARY RANGE: \$55,000 - \$72,000 per year (commensurate with experience)
EFFECTIVE DATE: September 26, 2022
CLOSING DATE: October 7, 2022 or when filled

GENERAL PURPOSE:

Under general direction and limited supervision, the Sr. Regional Planner will implement select community and regional planning activities that benefit local jurisdictions in Box Elder, Cache, and Rich Counties in northern Utah.

SUPERVISION RECEIVED:

Works under general administrative supervision of the BRAG Community & Economic Development Director.

SUPERVISION EXERCISED:

May act as supervisor to several related staff positions.

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. Duties may be shared with other regional planning and community development staff at the discretion of the Community and Economic Development Director and/or BRAG's Executive Director.

- Coordinate and implement requested planning-related services and activities for municipalities and counties in the Bear River Region.
- Prepare Pre-Disaster Mitigation Plans and FEMA-required plan updates in the Bear River Region and other areas in the state as requested.
- Grant procurement and management for select planning projects at BRAG and/or for rural communities in the region.
- Collect information on, and mapping of, basic capital asset data for rural communities, i.e. transportation systems, water and sewer facilities, city/county structures, etc. and assist local governments with basic capital asset planning resources and tools.
- Provide assistance with general plan updates for rural communities in the region as needed.
- Parks and trails master planning and design for rural communities as needed.
- Sensitive lands planning assistance for local governments as needed.
- Help organize and implement smart growth education and outreach events, webinars, etc.
- Interface and coordinate with various levels of government, including federal, state, and local, on planning-related projects.
- Continually learn about modern best practices for community and economic development planning and development processes locally, statewide, and at the national level.
- Other related duties as required.

MINIMUM REQUIREMENTS

1. Education and Experience

Bachelor's or master's degree (master's preferred) in city and/or regional planning, landscape architecture, public administration, community development or closely related field, and experience equivalent to 3-5 years of full-time planning-related work at a local government, regional agency, private consulting firm 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.

Ability work with elected/appointed officials, planning professionals, community staff, the general public, and other BRAG staff in a professional manner and maintain positive working relationships long-term.

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

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

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.

Proficient with GIS software including ESRI ArcGIS Pro or ArcMap 10X software.

Ability to effectively train and supervise other planning staff as needed.

Occasional participation in meetings outside of business hours.

Occasional travel, including overnight stays.

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

SELECTION PROCESS:

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

E-MAIL RESUME AND COVER LETTER TO:

Brian Carver
Director, Community and Economic Development
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435-713-1420