

West Florida Regional Planning Council

Job Description

JOB TITLE: Planner I
ROLE & LEVEL: P1
TRAVEL: 25-50%

REPORTS TO: Planning Manager
FLSA STATUS: Exempt
LOCATION: Destin, FL

WORK OBJECTIVE:

Performs entry level professional planning and program coordination work for the West Florida Regional Planning Council (WFRPC). Implements residential rehabilitation and homeownership programs and manages state and local grant contracts supporting affordable housing. Develops planning studies and reports in support of new and updated plans, programs, and regulations related to housing access and affordability and other Planning issues. Provides high quality customer service and information and serves as liaison to organization members and public. Work is performed under general supervision with some latitude for the use of initiative and independent judgment based on professional education and previous experience.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops planning studies and reports in support of new and updated plans, programs, and regulations related to housing access and affordability and other planning issues
- Develops, implements, coordinates, promotes, and evaluates relevant community-based housing programs
- Conducts field evaluations and assessments to make program recommendations
- Coordinates housing program application processes and assurances of applicant eligibility
- Coordinates inspections and contractor bidding processes for construction projects
- Assures program contract compliance in meeting deadlines and reporting requirements
- Assists with fiscal operations by managing budgets, tracking expenditures, creating reports, and making recommendations to management
- Collects a variety of statistical data and prepares reports and maps on topics related to area of responsibility; may conduct other related research and analysis
- Provides technical assistance to organizations seeking help on issues related to assigned area of responsibility
- Attends and/or facilitates meetings, trainings, and events serving as a representative of the agency (may include evenings and weekends)
- Develops presentations and outreach plans according to program needs and capacity; implements public relations, and communications strategies to support program goals and increase community awareness
- Researches and drafts grant applications

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MINIMUM QUALIFICATIONS:

Bachelor's degree in urban planning, architecture, public policy or related field; supplemented by some planning experience. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Basic knowledge of planning specializations such as land use, housing, or community development
- Relevant program-related skills such as construction management, client intake, and/or grant management

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of the principles and practices of urban planning
- Basic knowledge of principles and practices of project management
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to prepare clear, accurate and concise records and reports
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work

PHYSICAL REQUIREMENTS:

Tasks involve light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

SALARY:

Salary range starts at \$35,000.00 annually. Actual offer will be based on individual qualifications and funding.

HOW TO APPLY:

West Florida Regional Planning Council Job Description

Please visit <http://www.wfrpc.org/employment-opportunities> to obtain an application and instructions regarding submission.

Candidates will not be considered until both the application and resume are received.

The WFRPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the WFRPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. WFRPC is a Drug Free & Tobacco Free Workplace.