

NORTHEAST GEORGIA REGIONAL COMMISSION

Planning & Government Services (PGS)

Project Specialist (CED)

EXAMPLES OF DUTIES

The following examples are duties and tasks assigned to this title:

- Prepare public communications and distribute to local governments, stakeholder groups and the public through electronic, voice, and written means
- Research and develop local and/or regional pre-disaster mitigation plans
- Assist in the research and preparation of local comprehensive plans, specialized plans, and studies
- Schedule and assist with planning-assistance meetings of elected officials and staff to review local comprehensive plans
- Respond to questions and conduct follow-up research on state and federal programs
- Assist local governments with Policy Analysis
- Assist in facilitating stakeholder groups involved in strategic planning, local-government retreats, and related efforts
- Assist local government staff and officials in developing state and/or federal grant applications. Provide grant administration assistance for funded projects
- Attend workshops and trainings for professional development
- Assist in administering transportation programs and services to local governments and stakeholder groups.
- Conduct community and demographic research and/or field surveys
- Prepare written and graphic materials for meetings, presentations, and publications that includes GIS maps
- Perform related duties as required