

PLANNER POSITION  
(Announcement)  
March 2018

The Northeast Georgia Regional Commission (NEGRC) is seeking qualified applicants for the position of Planner within its Planning & Government Services (PGS) Division. The Planner is primarily responsible for assisting in local and regional efforts related to community, environmental, transportation, and land-use planning.

This position requires direct involvement with elected and appointed officials, local-government staff, community stakeholders, and the public in researching and developing local and regional plans. It also requires coordination with state and federal agency partners such as the Georgia Department of Transportation, the Georgia Department of Community Affairs, and the Georgia Department of Natural Resources in meeting their respective programmatic and planning requirements. The Planner, internally, works in close coordination with the NEGRC's Planning & Government Services staff in performing tasks associated with individual projects.

The ideal candidate will have experience and a working knowledge in several areas of local-government planning including, but not limited to, the following: comprehensive planning, strategic planning, demographic analysis, public speaking and meeting facilitation, and GIS mapping.

Required:

- Demonstrated successful research and analytical experience
- Strong written and oral communication skills
- Organizational and time-management skills
- Ability to prepare and make public presentations in a variety of local government settings, sometimes on controversial topics
- Ability to work on multiple projects simultaneously with competing deadlines
- Ability to work independently but also on project teams
- Effective in working directly with elected officials, local government staff, and community stakeholders
- Bachelor's degree from an accredited college or university in urban planning, political science, history, english or similar area of study

Preferred:

- Master's degree in City and/or Regional Planning, Public Administration, or a related field

- Two years of related work experience
- Prior employment with a city or county government

This position reports to the NEGRC's Director of Planning & Governments Services. For a complete list of duties, see <http://negrc.org/local-services.php> under "News."

The range for starting, annual salary is \$38,000-\$42,000 based on experience and qualifications. A competitive benefits package is provided. A complete resume and cover letter should be sent to: NEGRC, Attn: Julie Ball, Program Assistant, 305 Research Drive, Athens, GA 30605-2795 or email: [jball@negrc.org](mailto:jball@negrc.org). Review of received resumes will begin on April 18, 2018 and continue until the position is filled. No telephone inquiries accepted. The NEGRC is an Affirmative Action/Equal Opportunity Employer.