

REGIONAL RURAL PLANNER

Southwest Georgia Regional Commission Robert McDaniel, Executive Director
P.O. Box 346 Camilla, GA 31730 rmcdaniel@swgrc.org www.swgrc.org

SALARY

Salary is based on education and experience.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

This is a mid-level position in the field of comprehensive planning and related activities. Employee in this position, will, under a moderate level of supervision perform a wide range of activities including the development of local and regional Comprehensive Plans, Solid Waste Management Plans, Land Use Plans, Zoning Ordinances, Zoning maps, Subdivision Regulations, and development and Capital Improvement Programs. Employee will also be expected to develop and write grant applications. Employee will be in training to provide technical assistance to local Planning Commissions involving rezoning, subdivision development and other land use issues. Performs any other duties as assigned. Reports to the Planning Director.

EXAMPLES OF DUTIES

Specific duties and assignments will depend on the project needs and work load of the organization at any given time. Also, the employee may be assigned portions of one or more projects or may be assigned total responsibility for a project.

Typically, an employee would be expected to develop and analyze various types of data covering a wide range of topics; including population, economics, natural resources, transportation, community facilities, housing, land use, solid waste and other governmental infrastructure matters. Will also perform land use, housing and other surveys. Will develop and write plans, grant applications ordinances, regulations, etc., in accordance with various laws, guidelines, and standards. Will work closely with local government officials, local planning commissions, and state agencies, as well as a variety of other groups and individuals.

MINIMUM REQUIREMENTS

Must have strong analytical skills, ability to resolve problems from a practical standpoint, excellent verbal and oral communication skills and ability to relate well to staff and local governmental officials and the public. Must be able to organize, develop, analyze and otherwise reduce large amounts of data and concepts and ideas into clear, concise reports, plans or documents. Must possess sufficient expertise with computers and word processing to effectively accomplish the duties assigned. Must be able to work on several projects or issues simultaneously. Must have the ability to manage projects effectively and meet firm deadlines. Must have a Master's Degree in Public Administration, Planning, Business Administration, Transportation or closely related field. (Individual open positions will vary in terms of the most appropriate degree depending on the particular type work load of the organization). AICP Certification is preferred. Must have at least three to four year's planning experience. Must be willing to attend meetings outside of normal work hours. Must have a valid Georgia Driver's license.