

Southeast Alabama Regional Planning and Development Commission

Planner – Dothan, AL

Under direction, works with the Economic Development Director on providing technical assistance to local governments with issues related to land use and transportation planning assistance, grant development and implementation, geospatial/GIS solutions, hazard mitigation programs, and other duties as assigned.

Essential Job Functions

- Prepares comprehensive planning documents for communities throughout the region.
- Assists communities in updating or developing zoning ordinances, land use maps, and subdivision regulations.
- Assists in writing and administering grants to appropriate agencies.
- Attends city council, county commission, and other public meetings to gather information or present data.
- Plans, compiles, and drafts base maps, land use maps, graphs, charts, plot plans, and other illustrations.
- Confers with Economic Development Director to determine which project(s) to undertake and to plan focus for research.
- Conducts personal interviews with area residents and organizational leaders regarding such planning issues as land use, zoning, utilities, transportation, recreational facilities, and community services.
- Consults with engineers, system operators, and other experts regarding possible systems upgrades.
- Provides communities with a broad picture of their facilities/systems—strengths, weaknesses, and areas which may need attention.
- Attends professional meetings, workshops, or classes in area of specialty.
- Performs other duties related to project or as requested by Economic Development Director.

Knowledge, Skills, and Abilities. Knowledge of the operations of local, state, and federal governments. Knowledge of cartographic skills. Capabilities in computer usage to include ArcGIS software. Writing skills to develop planning documents, project proposals, and related documents. Verbal communication skills to deliver presentations, issue instructions, answer questions, and respond to a variety of people. Comprehension skills to understand and respond to present and emerging policy issues. Analysis and planning skills to develop proposals, budgets, strategies, and various types of plans. Ability to communicate with co-workers and support staff. Ability to relate productively to external groups including business/community groups, state and local officials, and the public in general.

Credentials and Experience. Bachelor's degree in planning, geography, public administration, or closely related area. Master's degree preferred or at least 2-3 years' experience in planning related work OR appropriate combination of education and experience.

Special Requirements. Possess valid driver's license and be willing to drive to on-site locations and community meetings. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duties demand.

TO APPLY: Please visit the employment page at www.searpc.org for **REQUIRED application** or call 334-794-4093 ext 1415 for more information. Applications must be received by close of business 11-2-17.

Sending Application

Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302

Email: areed@searpc.org

Fax: [334-794-3288](tel:334-794-3288)

Please note that Transcripts are REQUIRED to apply for this position.

EOE/E-verify

Posted: 10-5-17 Closes: 11-2-17
