

PLANNER II

Job Summary:

The Bay-Lake Regional Planning Commission (Bay-Lake RPC) is seeking a Planner II to complement its professional staff. The Planner II will work with the Bay-Lake RPC staff, counties, municipalities, and state and federal partner agencies in a variety of planning programs. Time will be spent primarily working within Bay-Lake RPC's community assistance program, with shared time in transportation, economic development, and environmental programs; data research; and general planning support. The Planner II is a mid-to-senior level position.

Duties and Responsibilities:

- The ideal candidate will have experience in leading projects, report preparation, superior written and verbal skills, familiarity with common demographic and economic research and analysis, grant writing and project administration; and has the ability to work both independently and as part of a team.
- Leads/assists with the development and implementation of local and regional planning efforts including, but not limited to; comprehensive plans, hazard mitigation planning, outdoor recreation plans, ordinances, and other land use plans and studies as needed.
- Duties will be performed under the general direction of the Assistant Director and Executive Director.

Education and Experience:

The successful candidate requires a bachelor's degree in urban/regional planning or a related field from an accredited college or university; master's degrees preferred. Two or more years of progressively responsible planning experience will be highly valued. A proven combination of experience and training that ensures the ability to perform the work is expected.

Necessary Knowledge, Abilities, and Skills:

- Working knowledge of the principles and practices of planning; knowledge of federal and state planning programs and appropriate regulations and guidelines.
- Ability to manage various types of planning projects with limited supervision and follow them through to successful completion on a specific timeline. This includes project financial management and contract compliance.
- Comfortable working directly with local units of governments, groups, and individuals, as well as speaking in public.
- Ability to oversee multiple projects simultaneously, work well under pressure, and handle stressful situations.
- Proficiency in Microsoft Office Professional programs (Word, Excel, and Outlook) is required.
- Experience with Adobe Creative Suite (InDesign, Illustrator, and Photoshop) is preferred, and Sketchup and GIS is desirable.

Compensation & Benefits:

\$62,209 - \$76,183 annually, with a 12-month probationary period upon starting. The starting salary is negotiable based on level of experience. Benefits package includes health, dental, vision, life, and disability insurance; paid holidays, vacation, sick leave, and participation in the Wisconsin State Retirement System.

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The Organization - Bay-Lake Regional Planning Commission:

The Bay-Lake Regional Planning Commission (Bay-Lake RPC) is a multi-service agency that serves northeast Wisconsin by providing a variety of federal, state, and local programs. The Bay-Lake RPC is a public entity established similar to a local unit of government. Located in the Green Bay metro area, the Bay-Lake RPC offers a range of planning services to member counties and municipalities. As such, we are accountable to our local government members, and serve as effective partners for state and federal governments.

The Region - Bay-Lake RPC is:

- A regional planning organization serving northeast Wisconsin, covering 5,433 square miles, or 9.7 percent of the area of the State of Wisconsin.
- A regional entity that addresses daily issues and needs within eight counties, 17 cities, 40 villages, 119 towns, and the Oneida Nation of Wisconsin. A region with a population of over 604,000 people.
- A region with over 400 miles of coastal shoreline along Lake Michigan and Green Bay, and rich with significant natural features, agricultural land, and forests.
- An organization with a highly varied work program with initiatives undertaken in the areas of long and short-term regional and local planning; economic development; environmental, transportation, and community assistance planning, and a number of contractual services.
- Designated as an Economic Development District for the region and the Metropolitan Planning Organization (MPO) for the Sheboygan Metropolitan Planning Area.
- Staffed by individuals who are creative thinkers, self disciplined, enjoy the freedom to follow their professional passions, and the accountability that responsible professionals expect.
- Home to wineries, breweries, hiking, camping, water recreation, championship golf courses, the vacation destination of Door County, and the Green Bay Packers.

Application Requirements:

To obtain an application, visit the Bay-Lake RPC's website at:

<https://baylakerpc.org/about/employment-opportunities> or contact Bay-Lake RPC at 920-448-2820.

Please Email cover letter, resume, and references to:

BLRPCadmin@baylakerpc.org

Or, send cover letter, resume, and references to:

Bay-Lake Regional Planning Commission
1861 Nimitz Drive
De Pere, WI 54115

Position will remain open until filled

The Bay-Lake RPC is an Equal Opportunity Employer