

Position Announcement

Community Assistance Planner Bay-Lake Regional Planning Commission

Overview

Bay-Lake Regional Planning Commission is a public planning agency that has served an eight-county area in northeast Wisconsin for over 50 years. This region has 185 total local units of government, 5,433 square miles, 400 miles of coastline, and is home to 594,728 residents. The Commission's offices are located in the De Pere area. For more information, including a full job description and an application, visit the website at: <https://baylakerpc.org/>.

The right candidate for this Planner II position will have a working knowledge of the principles and practices of planning; knowledge of federal and state planning programs and appropriate regulations and guidelines; strong customer service skills; experience in report preparation, grant writing, and administration; ability to make public presentations; ability to maintain effective professional relationships with staff, public officials, and others; and good professional judgment. The qualified candidate will be primarily working on comprehensive planning projects in the first year of this position and will be expected to attend frequent night meetings. All work will be performed under the general direction of the Assistant Director.

Compensation

Annual salary range for this full-time position ranges between \$56,285 and \$75,193, with a 12-month probationary period upon starting. The starting salary is negotiable based on level of experience. Benefits package includes health, dental, life, and disability insurance, paid holidays, vacation, sick leave, and participation in the Wisconsin State Retirement System.

Requirements

- Bachelor's Degree from a college or university in the field of regional planning, urban planning, economic development, environmental science, or other planning specialty and a minimum of five years of responsible planning experience; or possession of a Master's Degree applicable to the planning function and three years' experience; or any equivalent combination of experience and training that provides the required knowledge.
- Ability to independently manage various types of planning projects from start to finish, including project financial management and contract compliance.
- Demonstrated effective writing skills. The right candidate will be required to prepare a variety of planning documents. Past writing samples will be requested and reviewed during the interview process.
- Working knowledge of the comprehensive planning process requirements, as well as for other long range strategic plans.
- Is comfortable working directly with local units of governments, groups, and individuals, as well as speaking in public.
- Proficient in Microsoft Office Professional programs (Word, Excel, and Outlook) is required.
- Experience with the Adobe Creative Cloud Suite (InDesign, Illustrator, and Photoshop) or Sketchup is desirable.
- Valid driver's license.

Planner II

Grade: 16 Step:

Reports to: Assistant Director/Principal Planner

Classification: Exempt

Date Updated:

GENERAL STATEMENT OF DUTIES: Assists with complex, professional planning work in connection with the development of comprehensive studies and plan implementation programs in local and regional planning; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class specialize in a functional area of planning such as transportation, housing, economic development, or natural resources. A Planner II may have responsibility for specific budget development and administration, contract compliance, needs analysis, and providing technical assistance to local governments, groups and individuals. An employee in this class may supervise the work of entry level planners and/or other agency personnel. Work is performed under the general direction of the Principal Planner or Executive Director.

EXAMPLES OF WORK: (Illustrative only)

- Prepares specific planning elements for the Commission's work plan;
 - Provides technical assistance to communities in preparing grant applications;
 - Identifies potential funding sources for new or modified programs;
 - Presents reports to the Commission and advisory committees;
 - Drafts appropriate articles for the Commission's newsletter and annual report;
 - Monitors program element budgets and reports variances from projections to supervisor;
 - Assists in preparing comprehensive planning studies on housing, transportation, Economic development, coastal zone management and other issues;
 - Provides technical staff support to the Commission's advisory committees;
 - Responds to inquiries from state and federal agencies, local governments, and concerned citizens;
 - Drafts grant applications in accordance with acceptable format, outline and schedule;
 - Monitors state and federal legislative actions and administrative regulations relating to planning functions;
 - Prepares summary documents of major grants and aids programs;
 - Collects and analyzes existing and projected planning data;
 - Prepares project reimbursement reports including progress narrative, financial statement and invoice;
 - Assists staff and local officials in assessing statutory and administrative actions;
 - Attends meetings and makes reports; and
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