

Planner I/II

Bay-Lake Regional Planning Commission | De Pere, WI

Are you interested in an exciting opportunity to contribute to the growth and development of communities within northeast Wisconsin? Are you passionate about finding innovative ways to engage the public and stakeholders in short and long-range planning efforts? If so, [the Bay-Lake Regional Planning Commission](#) (Bay-Lake RPC) is looking for a Planner to join our team!

About Us

Based within the Green Bay metro area, the Bay-Lake RPC is a multi-service public agency that offers planning services to 185 local units of government within eight northeast Wisconsin counties. The Bay-Lake RPC offers a range of planning services such as community assistance, economic development, environmental, transportation, and mapping and visualization.

The Bay-Lake region is home to wineries, breweries, hiking, camping, water recreation, championship golf courses, the vacation destination of Door County, and the Green Bay Packers. The region also contains over 400 miles of coastal shoreline along Lake Michigan and Green Bay, and is rich with significant natural features, agricultural land, and forests. Furthermore, U.S. News & World Report recently ranked Green Bay as the #1 metro area to live in the nation (2023-2024) and #7 among the *Best Places to Live for Quality of Life* in the U.S. (2023-2024).

Position Description

The Planner I/II position will handle a wide range of planning activities from developing long-range planning documents to conducting technical assistance and public outreach, grant writing, and more. This position will be responsible for managing and shaping the Commission's Community Assistance Program. The Planner will work under the supervision of the Executive Director.

What We Offer

- The annual salary ranges from **\$52,599 - \$61,463** depending on qualifications. This is a full-time position (i.e., 40 work hours/week).
- Benefits package includes **health, dental, vision, life, and disability insurance**.
- Paid vacation, holiday, and sick leave.
 - Starting at **13 days paid vacation** annually (accrual up to a maximum of 200 hours)
 - **13 days paid sick leave** annually (accrual up to a maximum of 1,040 hours)
 - **10.5 paid holidays** annually
- Participation in the **Wisconsin State Retirement System**.
- Voluntary participation in the **Wisconsin Deferred Compensation Program**.
- **Flexible work hours** available.
- **Additional benefits** include annual wellness reimbursement, quarterly work events, and potential relocation reimbursement.

Specific Duties and Responsibilities

- Lead and develop community development plans and studies such as Comprehensive Plans, Hazard Mitigation Plans, Farmland Preservation Plans, and more.
- Assist with research and data analysis for planning projects by collecting, analyzing, and interpreting quantitative and qualitative data.
- Prepare and present graphical presentations, reports, and summaries.
- Research legislation and policies related to community development while regularly engaging with local, state, and federal agencies, along with stakeholders and citizens.
- Assist in developing grant applications for state and federal funding and manage contracts for various planning projects.
- Develop and implement outreach strategies that may include engaging communication tools, online platforms, websites, special events, and public meetings.

Qualifications and Skills

- Bachelor's degree in urban/regional planning or a related field from an accredited college or university, master's degree preferred.
- One or more years of professional planning experience desired.
- Possess strong problem-solving skills and attention to detail, along with excellent interpersonal skills.
- Excellent written and verbal skills with experience presenting or speaking at public events, meetings, open houses, etc.
- Experience with various computer software including, but not limited to, Microsoft Office Suite and Adobe Creative Suite (InDesign/Illustrator/Photoshop). GIS knowledge is a plus.
- Ability to work independently to meet timelines and manage multiple projects with minimum supervision.
- Working knowledge and experience in community development planning and land use regulations.

Application Requirements

Interested applicants must submit the following to blrpcadmin@baylakerpc.org

- **Resume**
- **Cover Letter**

This position will remain open until filled (initial review: April 22, 2024)

The Bay-Lake RPC is an Equal Opportunity Employer