

CUPPAD REGIONAL COMMISSION

Job Description

CLASSIFICATION: **PLANNER**

TITLE: **PLANNING ASSISTANT**

General Summary:

Under the general direction of the Senior Planner or Executive Director, the planning assistant performs a variety of complex tasks associated with local, state, and federal contracts; provides direct planning services to member units of government, including but not limited to issue resolution and policy development, collecting and analyzing data, preparing master plans, zoning ordinances and recreation plans, preparation and administration of grant applications. The planning assistant will make oral presentations, prepare various work programs and schedules for projects, attend meetings and provide technical advice and recommendations to local units of government and others as appropriate. The Planning Assistant should have the knowledge and experience to recognize interconnectivity between issues, opportunities, and threats as they relate to building a sustainable and prosperous future. The Planning Assistant will have the ability to engage leaders in a variety of disciplines to develop actionable strategies that have relevant and measurable outcomes.

Typical Duties:

1. Works with local units of government in preparing master and recreation plans, zoning ordinances, capital improvement programs and other strategic planning activities.
2. Provides technical assistance to member units for a wide variety of local governmental activities that includes planning, development, policy, grant administration and other concerns.
3. Collects data and information from original and/or secondary sources, conducts planning analyses, prepares estimates and projections, prepares written reports on findings and recommendations for regional and local plans, position papers, problem analyses, etc.
4. Provides support and analysis on GIS activities.
5. Makes oral presentations on a variety of subjects, to varied audiences, and attends numerous scheduled meetings during and outside of normal working hours.
6. Works on a variety of Commission related initiatives that may involve but are not limited to economic development, housing, coastal management, recreation plans, strategic plans, downtown development, emergency management and hazard mitigation.
7. Researches, monitors and evaluates state and federal programs to determine appropriateness in advancing local unit and Commission initiatives.
8. Serves on advisory committees relevant to regional or local planning topics.

9. Attends professional development opportunities and regional coordination meetings, including conferences, training sessions, and webinars.
10. Researches, trains, and obtains proficiency or fluency with contemporary technologies and methods that can support innovative community planning in the post-COVID-19 world.
11. Performs clerical/administrative tasks such as tracking, budgeting, development of invoices, event planning.
12. Performs related duties as assigned.

The above statements are intended to describe the general nature and level of work performed and are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education: BA or BS, Planning, Public Administration, or equivalent.

Experience: Two years appropriate experience required in a planning department or related setting. An advanced degree may be substituted for up to two years of experience. Proficiency, or ability to obtain proficiency with software including, but not limited to InDesign, Canva, ArcGIS, and various video conferencing tools.

License: Drivers license

Estimated Training Period: 6-12 Months

Alternative qualifications may be substituted as appropriate.