

Full time Planner needed! We are looking for someone with fresh and creative ideas to help local governments plan their future. This is the perfect place if you want to collaborate with experienced planners and learn in a creative environment. You will enjoy assisting 40+ local governments in a 10 county region and you will quickly lead many of the projects. You will be in the communities creating comprehensive plans, transportation plans and plans for bikes/trails. You will write grants for infrastructure improvements, analyze data, help with mapping and much more.

The office is located in downtown Griffin, Ga., which is a filming location for Walking Dead and Rectify. Griffin is 50 minutes from Hartsfield Jackson International Airport and 20 minutes from Tanger Outlet. The office is steps away from Safehouse Coffee Roasters and the famous Corner Café.

Some other things you may want to know.

Summary of what you will do:

A Planner at a regional commission is responsible for assisting local governments in community planning, economic development, hazard mitigation, personnel management, environmental planning, transportation planning and grant preparation and administration. This is a professional position that engages in administration, project management, and innovative solutions in coordination with member governments. It involves the application of considerable knowledge, research and planning in matters of government, public administration, urban design, historic preservation, transportation, housing, economics and related matters. The position also assists in editing and preparation of GIS data and map products, and other duties as necessary.

Detailed list of what you will be doing:

- Assists local governments with a wide variety of technical assistance, including administration, research, project management, and developing innovative solutions to the community's problems.
- Researches grants and loan sources to match projects with their best possible source of funding.
- Works with local elected and appointed officials to develop (prepare) and administer grant and loan applications for public infrastructure, solid waste, community and economic development, public safety, recreation and other identified program areas.
- Assists local governments in the facilitation and formation of various special projects, such as housing needs assessments and economic development strategies.
- Provides technical assistance to local governments with development of various plans including but not limited to: comprehensive plans, pre-disaster mitigation plans, urban redevelopment plans, downtown development plans, greenspace plans and recreation master plans.
- Supports local governments and their affiliates through workshop attendance, facilitation, and participation.
- Researches and develops policies and local legislation.
- Assists local government staff with administrative functions, as needed.
- Develops proposals /solicitations for work on various projects on behalf of local governments.
- Write grants (Desirable).
- Other duties as assigned.

The Must Haves (Requirements):

Planner should, at a minimum, have a Bachelor's degree in Public Administration, Public Policy, Urban Planning, Geography or related field from an accredited college or university and zero to five years related

experience and/or training. A Master's Degree in Public Administration, Public Policy or Urban Planning is preferred. **Grant Writing experience a plus.**

Qualifications:

- Possess a team mindset is required.
- Knowledge of local, state and federal ordinances, laws and regulations.
- Knowledge of grant programs and funding sources from public, private and non-profit sectors.
- Knowledge of the day-to-day functions of local, state and federal governments.
- Functional knowledge of spreadsheets, databases, and Microsoft Office Suite.
- Knowledge of Acrobat.
- Ability to read, manipulate, analyze and interpret data from various sources.
- Ability to read, write and comprehend professional journals, government regulations, reports and business correspondences.
- Ability to decipher federal and state regulations and instructions.
- Ability to work successfully multiple projects at one time.
- Skill in communicating professionally both orally and in written form.
- Skill to conduct yourself in a professional manner at all times and in a wide variety of professional situations.
- Valid Class C Driver's license and a satisfactory Motor Vehicle Record (MVR) is required

Benefits:

- Salary + benefits + 10 paid holidays
- Medical, Dental, Vision, Short Term Disability, Long Term Disability and Life Insurance offered
- Free Retirement Benefit up to 6%

To Apply:

- Submit resume detailing your experience
- Submit a cover letter explaining why you would be a great fit
- Submit a copy of your degree

Send required documents to trrhumanresources@gmail.com

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