Planner- GFLRPC

The Planner has both program and project responsibilities, assists in the success of the organization and has general responsibilities, organizational responsibilities and performs other duties as assigned. Work is performed in the office and in the Field /9 County Region. This is a professional, salaried, full time position.

General responsibilities include the following:
- An understanding of the mission of G/FLRPC and how it relates to the programs/projects and/or the organization
- Customer service-effective listening and communication skills
- Meeting budgets, timelines, and deadlines
- Assistance with setting and measuring individual goals, objectives, strategies and tasks
- Continuous and effective internal and external communication

Program responsibilities may include the following:
- Program support

Project responsibilities may include the following:
- Technical support
- Assistance with initial project development
- Assistance with proposal development
- Scoping and methodology development assistance
- Stakeholder identification and involvement
- Data and information identification and acquisition
- Data and information research and analysis
- Product development including plans, reports, and related materials
- Planning process development and implementation
- Public, stakeholder, and committee facilitation, participation, input, and integration
- Development, delivery and/or attendance at presentations and meetings

Organizational responsibilities may include the following:
- Assistance with development of organizational material
- Representing the organization at job related functions
- Seek continuous improvement through training and professional development
- Identifying partnerships and coordination and collaboration opportunities
- May supervise support staff and student interns
- Assignments may increase in complexity and responsibility as an employee in professional competence.

Accountability
- The Planner is accountable to the Executive Director and to Senior Planners when project requirements and timelines necessitate.
• Periodic interaction with the GFLRPC Executive Committee and Board is anticipated

Knowledge, skills, and abilities:
• Knowledge of planning principles, practices, terminology and procedures.
• Working knowledge of sociological, economic, environmental, engineering, design and research factors in problems involved in Community/regional planning.
• Analytical and research skills.
• Working knowledge of computer applications in planning, including GIS and mapping, spreadsheets and data base management software.
• Establish and maintain effective working relationships, effective oral and written communication skills; initiative and resourcefulness and ability to get along well with others, both within and outside the organization.
• Physical condition commensurate with the demands of the position.

Education and training:
• Bachelor’s degree in municipal, urban or regional planning; consideration would be given to those possessing a Bachelor’s in Poli Sci, landscape Arch planning, geography or field of study related to planning.
• General/paid work experience of 1-2 years in municipal, urban or regional planning will facilitate placement in the salary range.
• In each instance a Masters in the same above/related fields is preferred.

Additional qualifications:
• Appropriate NYS drivers license with evidence of safe and responsible vehicle operation;
• Background check and execution of releases to verify prior employment and driving history must be consented to.

Updated 11/2020