

## PLANNER I

### JOB SUMMARY

This is an entry level planning position. Under the direction and supervision of the Senior Planner, the Planner I collects data for planning documents and reports and provides technical assistance to member governments in the administration of these documents. Additional duties may include data gathering and preparation of federal and state grant proposals and applications using established guidelines and the administration of funded grant projects. Performs other related duties.

### DUTIES AND RESPONSIBILITIES

- A. Planning.** Assists senior staff in the collection and compilation of information from reference materials and publications, governmental agencies, field experts and surveys, census other statistical data for use in planning activities and related documents. Conducts field surveys as needed and provides assistance to senior staff in the preparation of final planning documents to include graphics and report reproduction activities. Assist in conducting public hearings to obtain citizen input into the planning process. Provides technical assistance to member governments for whom planning documents have been written, in the implementation and administration of said documents. Attends council, planning commission and county commission meetings as needed.
- B. Grants.** Collects information from a variety of reference materials and other sources for use in the completion of grant applications. Assists in data collection for required field surveys including but not limited to door to door income surveys needed for grant eligibility. Assists with preparation of grant applications when needed. Assists senior staff with community and economic development program activities. Assist grantees with grant project implementation and administration from project set-up to close-out.
- C. Technical Assistance.** Provides member governments with assistance on a variety of subjects pertaining to public administration. Meets with appropriate individuals and groups during the different aspects of a project as necessary. Analyzes census and statistical data. Prepares project summaries and status reports. Attends local government meetings. Solicits materials and services from various agencies and groups for use in programs and events. Collects and completes information/data for senior staff. Provides assistance with map procurement and preparation and map file maintenance.
- D. Professional Development and Training.** Attends seminars, conferences and workshops relating to assigned projects. Reviews publications and reports to keep abreast of programs pertinent to the Agency.

## **JOB SPECIFICATIONS**

**Knowledge, Skills and Abilities.** Knowledge of public administration practices and governmental activities. Working knowledge of computer applications including Microsoft Word, PowerPoint, and Excel. Additionally, good working knowledge of GIS applications is required. Math skills to analyze numerical data using basic quantitative methods. Writing skills to compose business letters, reports and grant proposals. Verbal communication skills to speak before small groups, to explain project proposals, and to convey project findings and recommendations. Reading skills to identify and comprehend pertinent information; to understand instructions, regulations, guidelines, policies, and procedures. Organizational skills to develop project proposals and to satisfy project record-keeping requirements. Ability to research a subject thoroughly. Ability to work independently without close supervision. Ability to work concurrently on several projects in various stages of completion. Ability to meet project deadlines.

**Physical Characteristics.** See well enough to read fine print and numbers without error or transposition and to drive safely. Hear well enough to talk on the telephone and to answer questions. Speak loudly and clearly enough to be understood. Use of hands and fingers to write and to use a keyboard and calculator. Ability to lift and carry up to 50 pounds

**Credentials and Experience.** Graduated from a four year college or university with a degree in public administration, planning or related field. Newly graduated for a master program preferred

**Special Requirements.** Possess valid Alabama driver's license. Willing to use personal vehicle for travel. Willing to travel out of town/state and locally as needed. Required to attend to attend night meetings. Willing to comply with the following dress standard: clean, neat and businesslike attire.

## **COMPENSATION**

**Salary Range:**           **\$42,611.00**

**FLSA Status:**           **Exempt**

Send resume with cover letter to: Chantil Nasef, cnasef@carpdc.com, CARPDC, 430 South Court Street, Montgomery, AL 36104. **Open until filled.**