

Job Title: Associate Planner

Department: CED Department

Location: Dothan

FSLA Status: Non-Exempt

Job Analyst: Farmer, K. and VanScyoc, E.

Date: March 2021

Reports To: CED Director

Under direction, works with the Community and Economic Development Director on specific problems or area of needs including Community Planning, GIS/Cartography, Project Planning and Development, Research, Analysis, and other duties as assigned.

Essential Job Functions

- Confers with CED Director to determine which project(s) to undertake and to plan focus for research.
- Prepares planning documents for communities throughout the region.
- Assists communities in updating or developing zoning ordinances, land use maps, and subdivision regulations.
- Assists in writing and administering grants to appropriate agencies.
- Plans, compiles, and drafts base maps, land use maps, and other illustrative materials.
- Attends city council, county commission, and other public meetings to gather information or present data.
- Conducts personal interviews with area residents and organizational leaders regarding such planning issues as land use, zoning, utilities, transportation, recreational facilities, and community services.
- Consults with engineers, system operators, and other experts regarding possible systems upgrades.
- Provides communities with a broad picture of their facilities/systems—strengths, weaknesses, and areas which may need attention.
- Attends professional meetings, workshops, or classes in area of specialty.
- Performs other duties as requested by CED Director.

Knowledge, Skills, and Abilities. Knowledge of the operations of local, state, and federal governments.

Knowledge of cartographic skills. Capabilities in computer usage to include ArcGIS software. Writing skills to develop planning documents, project proposals, and related documents. Verbal communication skills to deliver presentations, issue instructions, answer questions, and respond to a variety of people. Comprehension skills to understand and respond to present and emerging policy issues. Analysis and planning skills to develop proposals, budgets, strategies, and various types of plans. Ability to communicate with co-workers and support staff. Ability to relate productively to external groups including business/community groups, state and local officials, and the public in general.

Credentials and Experience. Bachelor's degree in planning, geography, public administration, or closely related area. Experience in planning related work OR appropriate combination of education and experience.

Special Requirements. Possess valid driver's license and be willing to drive to on-site locations and community meetings. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duties demand.

APPLICATION PROCESS:

Applications may be downloaded from the EMPLOYMENT page at www.searpcdc.org, email tbrown@searpcdc.org or call 334-794-4093 ext. 1415 for more information.

Completed applications and **REQUIRED** proof of education can be mailed, faxed, or emailed:

SEARP&DC, Human Resources/Confidential
PO Box 1406
Dothan, AL 36302
Fax: 334-8365570 Email: tbrown@searpcdc.org

Posted: 03/15/2021 Closes: Until filled EOE/E-Verify
--