

SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION (SEARPDC)

JOB DESCRIPTION

Job Title: Planner

Department: Community and Economic Development (CED)

FLSA:

Grade:

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared: November 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director - Community and Economic Development

Subordinate Staff: None

Internal Contacts: Community and Economic Development Employees; Accounting; Transportation; Executive Director; Human Resources (HR)

External Contacts: Alabama Department of Economic and Community Affairs (ADECA); Mayors; City Councils; County Commissions; Chambers of Commerce; Alabama Department of Transportation (ALDOT); Federal Emergency Management Agency (FEMA); Alabama Emergency Management Agency (AEMA)

Job Summary

Under the general supervision of the Community and Economic Development Director, the employee provides expertise and planning on specific problems or areas of need in communities in the district. The employee conducts background research to determine current conditions and areas in need of assistance and analyzes data and proposes solutions. The employee assists in the proposal development, grant application, and in

other related duties as requested. This job is considered security sensitive is and subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Program Administration. Provides support assistance and guidance to include reviews payroll, contractor documents, and performs updates to ensure accuracy.

1. Provides support and assistance to communities in administering funded Community Development Block Grant (CDBG) projects.
2. Completes required start-up paperwork for administration process.
3. Procures architects and engineers for projects.
4. Works and collaborates with architects and engineers to develop compliant bid packages.
5. Bids out projects according to state bid law.
6. Monitors construction progress.
7. Submits reports to ADECA.
8. Reviews payrolls from contractors working on various federal programs such as CDBG and Economic Development Administration (EDA) projects.
9. Reviews and ensures accuracy/completeness of payrolls from contractors working on various federal programs such as CDBG and EDA projects.
10. Reviews construction contract documents to assure all applicable federal clauses are included in the contract.

ESSENTIAL FUNCTION: Planning and Development. Assists in the development of applications, cost estimates, and other documentation; makes updates, and makes presentations to ensure the efficient and effectiveness of program development and organization.

1. Confers with and collaborates with CED Director to determine which project(s) to undertake and to plan focus for research.
2. Develops plans for zoning, comprehensive plans, subdivision regulations, and related activities.
3. Prepares comprehensive planning for communities throughout the district; develops land use and comprehensive plans for communities.
4. Assists communities in updating or developing zoning ordinances, land use maps, and subdivision regulations.
5. Coordinates application process; prepares planning fund grant applications and works in mitigation planning.

6. Assists communities in developing applications for ADECA-managed CDBG program .
7. Develops cost estimates, resolutions, and other documents needed for CDBG applications.
8. Assists in writing grants to appropriate agencies; follows through with progress of application.
9. Makes presentations of data and proposals to county commissions or city councils, systems managers, and others involved in decision-making.
10. Assists with the development of zoning ordinances and municipal codes.
11. Conducts strategic planning sessions with communities; develops strategic plans.
12. Develops project maps for CDBG projects and other projects.
13. Develops proposals for action including work to be accomplished and plans for funding projects.
14. Attends city council, county commission, and other public meetings to gather information or present data.

ESSENTIAL FUNCTION: Transportation Planning. Serves as an administrator to include organizing and planning meetings, preparing monthly reports, and acting as project lead on various transportation projects.

1. Serves as administrator for Region Planning Office (RPO) and project lead for other transportation planning activities between local governments and ALDOT.
2. Prepared monthly RPO reports and invoices for submission to ALDOT. Prepare and submit RPO annual report to ALDOT.
3. Schedules and conducts semiannual meetings in seven county region and policy and technical committee meetings.
4. Maintains RPO Policy and Technical Committee nominations and membership.
5. Provides technical assistance and expertise.

ESSENTIAL FUNCTION: Research and Analysis. Conducts research to assimilate and analyze data.

1. Conducts personal interviews with area residents and organizational leaders regarding such planning issues as land use, zoning, utilities, transportation, recreational facilities, and community services.
2. Develops questionnaires regarding community and economic development and planning issues as land use, zoning, utilities , transportation, recreational facilities, and community services.
3. Distributes and sends questionnaires to targeted population for their responses.
4. Analyzes survey data compiled in order to formulate current and projected demographic data for use by municipalities, county governments and other interested parties.

5. Makes on-site inspections of specific areas related to project focus.
6. Develops data bank comprised of information acquired through research activities for use by Commission members and for use in future projects.
7. Attends professional meetings, workshops, or classes in area of specialty.
8. Reviews topographic maps, community/utility records, etc. in gathering necessary data.
9. Advises on matters of implementation of proposed long and short term comprehensive or specialized planning and economic development to matching projects with funding resources.

ESSENTIAL FUNCTION: Cartography. Plans and prepares maps, operates geographic information system (GIS) workstation, and prepares computer plots to ensure accurate depiction and illustration of all data and location points.

1. Plans, compiles , and drafts base maps, land use maps, graphs, charts, plot plans, and other illustrative materials.
2. Operates GIS computer workstation.
3. Prepares copies and computer plots maps and drawings as required; reproduces computer images using scanning equipment.
4. Performs land use surveys to compile land use data; produces maps depicting such data in proper legend and location form.
5. Drafts accurate scale reductions and enlargements of maps, plans, and other illustrative media.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(*Can be acquired on the job)

1. *Knowledge of SEARPDC rules, regulations, policies, and procedures.
2. *Knowledge of SEARPDC geography, roads, and regional areas.
3. Knowledge of-research resources and techniques related to economic and community development projects.
4. Knowledge of the operations of local, state, and federal governments.
5. Knowledge of Commission policies and procedures.
6. Knowledge of the principles and practices of community planning and development.
7. Communication skills to effectively communicate internally and externally, both orally and in writing.
8. Verbal skills to effectively communicate with co-workers, supervisors, the general public, over the telephone and in person.
9. Writing skills to develop position statements, reports, planning documents, proposals, and related documents.

10. Verbal communication skills to deliver presentations, negotiate, counsel, issue instructions, answer questions, and respond to a variety of people.
11. Comprehension skills to understand and respond to present and emerging policy issues.
12. Analysis and planning skills to develop proposals, budgets, strategies, and various types of plans.
13. Reading skills to understand and interpret state and SEARPDC directives, procedures, and instructions.
14. Ability to communicate with co-workers and support staff.
15. Ability to relate productively to external groups including business/community groups, state and local officials, and the public in general.
16. Ability to operate standard office equipment.
17. Ability to use computers and office productivity software.
18. Ability to maintain professional attitude.
19. Ability to deal with all contacts in a courteous and patient manner.
20. Ability to handle dynamic situations in a calm and courteous manner.
21. Ability to maintain strict confidentiality dealing with projects and records.
22. Ability to prioritize work projects and multi-task.
23. Ability to organize files and work projects.
24. Ability to work with little or no supervision.
25. Ability to drive.

Minimum Qualifications

1. Possess a bachelor's degree in geography, planning, public administration, or a related field from an accredited college or university; master's degree is preferred.
2. Minimum of three (3) years of work experience in GIS mapping, planning, and community development, cartography, and CDBG management is required or any combination of experience or education commensurate the required knowledges, skills, and abilities of the job.
3. American Institute of Certified Planners (AICP) designation is preferred
4. Possess a current and valid driver's license; must be insurable.
5. Ability to work non-standard hours.
6. Ability to pass a pre-employment background check.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.