

The Lima Allen County Regional Planning Commission (LACRPC) is accepting applications for an Associate Planner position. The Associate Planner position is a mid-range professional planning position responsible for assisting senior staff in developing and managing on-going programs. The desired applicant will be intelligent, inquisitive, and detail oriented. The individual must have the innate ability to problem solve and offer solutions, as well as possess strong written and oral communication skills. The applicant must be a coachable and accountable team player who demonstrates a commitment to excellence and a passion to serve an organization that is driven to make the community and its people better every day.

**Application deadline: March 13, 2020**

### **Associate Planner - Pay Grade 7**

**Reports To: Executive Director**

**FLSA Status: Hourly (Range of \$18.27 to \$30.76)**

#### **Definition:**

A mid-range professional planning position responsible for assisting senior professional staff in developing and managing on-going programs serving the urban and rural communities. Responsibilities include researching, compiling, preparing reports and technical documents for policy consideration. The Associate Planner works within the project parameters as specified by the Executive Director.

#### **Required Training & Experience:**

The position requires the successful completion of a Master's degree in planning (or related field such as geography, architecture, etc.) and one (1) year of experience or a Bachelor degree in planning (or related field) and three (3) years of progressively responsible experience. The position requires possession of a valid State of Ohio motor vehicle operator's license.

#### **Required Knowledge & Skills:**

Solid knowledge of planning theory, principles and methodology. Documented evidence of research and analysis in various planning areas to include transportation, traffic safety, land use, housing, population or economics. An understanding of social services agencies and agency planning. Good understanding of zoning issues and subdivision design. Ability to use PC-based word processing, spreadsheet and database software packages including Synchro, HCS; is preferred. GIS is required. The position also requires the ability to work harmoniously with staff, Commission members and the general public.

#### **Description of Duties:**

- \* Oversees the development, implementation and coordination of policy in a program planning framework.
- \* Assist in management of FTA Specialized Grant Program.
- \* Assemble needed data and materials for special planning related projects.
- \* Assist in various GIS activities/operations.
- \* Assist in various training programs.
- \* Assist in all planning activities including report writing as assigned by senior staff members.
- \* Attend meetings as assigned.
- \* Perform necessary fieldwork as assigned.
- \* Other duties as assigned by the Executive Director.

Submit a cover letter and resume via e-mail to [mschumaker@lacrpc.com](mailto:mschumaker@lacrpc.com) or via regular mail to Marlene Schumaker, Lima-Allen County Regional Planning Commission, 130 W. North Street, Lima, Ohio 45801.