

GREATER EGYPT REGIONAL PLANNING AND DEVELOPMENT COMMISSION
MARION, ILLINOIS

Job Title: Planner

Position Grade: III

Reports to: Economic Development Director

Office Hours: 8:00am-4:30pm Monday – Friday

Starting Salary: \$35,000 per year

Benefits include:

- Health Insurance
- Pension Plan
- Life Insurance
- Paid vacation, sick and holidays

Summary of Work:

Under the general direction of the Economic Development Director, performs assigned work in any one or more of the commission's programs; assists local units of government in preparing grant applications, conducts research and prepares reports, attends local units of government meetings, provides technical assistance as requested.

Essential Functions:

1. Collect and analyze a variety of demographic and economic data for inclusion in reports and maps
2. Assist local units of government to prepare applications for federal or state funding; assist local governments with the implementation of grants received.
3. Assist with the development and maintenance of the Greater Egypt Comprehensive Economic Development Strategy
4. Conduct field evaluations and assessments.
5. Conduct Davis-Bacon Wage Surveys on all grants administered by the Commission.
6. Attend local units of government meetings; provide technical assistance and information as requested by units of government and public officials and information on commission activities.
7. Prepare administrative reports as required by Commission and granting agencies.

Other Functions

1. Performs other duties as required or assigned.

Education, Experience, and Skills Required:

- Minimum of a Bachelor's Degree from an accredited University or College (or equivalent education). Preferred degree would be in Business Administration, Economics, Public Administration, or Planning.
- Two years of employment experience in or working knowledge of planning, business administration, economics, or public administration is preferred.
- Experience utilizing ArcView GIS or Google Earth is preferred
- Ability to operate calculator, computer, and other general office equipment.
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- Must be able to keep business matters strictly confidential.
- Must have excellent interpersonal skills and customer service skills.
- Ability to read and follow State and Federal regulations.
- Ability to maturely communicate with and earn respect of all public entities with whom the Commission works.
- Ability to express oneself by writing reports that are clearly-presented and easily understood as well as grammatically and technically correct.

- Ability to establish and maintain satisfactory working relationships with other employees and public officials.

Knowledge Requirements

- Be familiar with economic development principals.
- Be familiar with theories and applications of local, regional and state planning principles and procedures.
- Ability to collect and analyze a variety of demographic and economic data for inclusion in reports and maps
- Be familiar with basic graphic and mapping procedures.
- Have an understanding that conflicts of interest and partisan political activities by any staff members are not in the best interest of the Commission.
- Working knowledge of administrative and clerical procedures and systems such as Microsoft Office, filing and records management systems, data entry, strong computer skills and other office procedures and terminology.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to communicate clearly with others.
- Customer Service – Knowledge of principles and processes for providing customer service to internal customers and external customers, including vendors.
- Prior experience with Federal, State, and Local grants preferred.

Licenses and Certification Requirements

- Valid Driver's License

Other

- Must be able to travel and attend meetings as needed. Participation in offered professional development opportunities is encouraged.
- Must live in the GERPDC district (Franklin, Jackson, Jefferson, Perry, and Williamson County).

The statements contained in this position description reflect general duties as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of the responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods or otherwise to balance the workload. All duties of this position are to be performed while adhering to Greater Egypt Regional Planning and Development Commission policies and procedures. This document describes the position as it is currently. It is not an employment contract. The Commission reserves the right to modify job duties or job descriptions at any time.