

Greater Egypt

Regional Planning & Development Commission
3117 Civic Circle, Suite A- Marion, Illinois 62959



APPLICATIONS ACCEPTED UNTIL JOB IS FILLED

JOB TITLE: Planner I **JOB CATEGORY:** Regional Planning

Department: Environmental Planning **Reports to:** GIS & Environmental Planning Director

Level/Salary range: \$50,000 **Office Hours:** Mon-Fri, 8:00 AM – 4:30 PM

Start Date: flexible **Office Location:** Marion, Illinois

Benefits include:

- Health insurance - Blue Cross/ Blue Shield – Illinois
- Retirement & Death Benefits – Illinois Municipal Retirement Fund (IMRF)
- Paid Vacation, Sick, and Holidays

APPLICATIONS ACCEPTED BY:

Fax or Email: abrphillips@greateregypt.org **Subject line:** Planner I Application

Instructions to apply: please fill out and return the Application for Employment PDF to the email above. A resume and/or CV may also be attached in addition to the application PDF. No phone calls please.

JOB DESCRIPTION

Summary of Work

Greater Egypt is a five-County Regional Government Organization providing comprehensive planning and technical services to communities and agencies within the region. Projects within the Environmental Planning Department vary depending on grants awarded, current projects include watershed-based planning, solid waste management planning, urban stormwater planning, and nutrient assessment reduction planning. Work will be primarily office based, with occasional days conducting field assessments or travelling for outreach and meetings.

Under the general direction of the GIS and Environmental Planning Director, performs assigned work in any one or more of the commission's planning programs. Typical work will consist of assisting local units of government in preparing grant applications, conducting research and preparing reports, field assessments and sample collection for environmental planning projects, mapping and geospatial analysis of environmental data, drone surveys and aerial photography for various projects, attending local units of government meetings, assisting with environmental outreach events, and providing technical assistance as requested.

Essential Functions

- Assist in the development of Greater Egypt's Water Quality Management Planning including: watershed-based planning, educational materials, agricultural studies, and workshops.
- Assist with Greater Egypt's GIS services.
- Assist with environmental reviews for federal and state projects.
- Assist local units of government to prepare applications for federal or state funding and assist local governments with the implementation of grants received.
- Collect a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Prepare administrative reports as required by Commission and granting agencies.
- Conduct field evaluations and assessments.
- Conduct Davis-Bacon Wage Surveys on grants administered by the Commission.
- Assist with Transportation and Economic Development planning projects as needed.

<p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> • Minimum of a bachelor's degree from an accredited University or College in Forestry, Ecology, Geography, Urban Planning, or similar degree. • Must be a U.S. citizen • Ability to work outdoors for extended periods • Experience utilizing ArcGIS Suite is required. • 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 comprehend State and Federal regulations. • Ability to communicate with all public officials with whom the Commission works. • Ability to write 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. 		<p>Preferred Skills</p> <ul style="list-style-type: none"> • Experience with ArcHydro tools, stormwater modeling, and natural resource analyses • Experience with other modeling software including HEC-RAS, EPA STEPL, and EPA SWMM • Knowledge and experience in photography • Experience in grant writing
<p>Other Requirements</p> <ul style="list-style-type: none"> • Must be able to travel and attend meetings as needed. Participation in offered professional development opportunities is encouraged. • Must live in the GERPDC district or move within 6 months of start date (Franklin, Jackson, Jefferson, Perry, and Williamson County, Illinois). • Perform other duties as assigned. 		
<p>The statements contained in this position description reflect general duties as necessary to describe the principal 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.</p>		