

GREATER EGYPT REGIONAL PLANNING AND DEVELOPMENT COMMISSION
MARION, ILLINOIS

Job Title: Planner

Reports to: Environmental Planning Director

Supervises: None

FLSA Status: Exempt

Position Summary

Under the general direction of the Environmental Planning Director, the Planner supports the Commission's environmental and community planning programs. Responsibilities include conducting research and environmental fieldwork, preparing reports, maps, and planning documents, supporting public outreach, assisting local governments with grant applications and project implementation, and providing technical assistance to member governments and partner organizations.

Essential Duties and Responsibilities:

Environmental and Water Quality Planning

- Assists in the development of environmental plans, including watershed-based plans, educational materials, agricultural studies, hazard mitigation plans, wildfire protection plans, and other projects as assigned.
- Conducts field evaluations, sample collection, and assessments for environmental projects.
- Assists with environmental reviews for federal and state projects.
- Assists in planning and conducting environmental outreach activities, including public meetings, surveys, field trips, educational programs, and community workshops.

Grant and Program Assistance

- Assists local governments in preparing applications for federal and state funding and supports grant implementation.
- Assists in the preparation of grant administration documents, progress reports, and other reports required by the Commission and funding agencies.
- Schedules and runs meetings for projects with local officials, project stakeholders, and the public.

Other Planning Support

- Assists with transportation, community, and economic development planning projects as assigned.
- Provides technical assistance to local governments and partner organizations.
- Collects, manages, and analyzes project data.
- Represents the Commission at meetings, workshops, and public events as assigned.

Required Qualifications:

- Minimum of a bachelor's degree from an accredited University or College in Forestry, Ecology, Geography, Urban Planning, or a related field.

- Strong written and verbal communication skills in English, with the ability to prepare clear and accurate reports.
- Ability to read, interpret, and apply state and federal regulations.
- Strong interpersonal skills with the ability to establish and maintain effective working relationships with staff, public officials, and community stakeholders.
- Ability to manage multiple tasks with accuracy and professionalism.
- Ability to maintain confidentiality and exercise sound judgment.

Preferred Qualifications

- Experience preparing state or federal grant applications.
- Experience working with local governments, public agencies, or community organizations.
- Experience with environmental planning, watershed management, natural resources, or related planning activities.

Physical Demands and Work Environment

Physical Demands

The physical demands described below are representative of those that must be met to successfully perform the essential functions of this position, with or without reasonable accommodation.

- Ability to sit, stand, walk, bend, reach, and use hands to operate standard office equipment.
- Ability to use a computer and other office equipment for extended periods.
- Ability to occasionally lift and carry materials weighing up to 25 pounds.
- Ability to travel throughout the Commission's service area, including operating a motor vehicle.
- Ability to participate in field activities that may involve walking over uneven terrain and working outdoors in varying weather conditions.

Work Environment

Work is performed primarily in a professional office environment with moderate noise levels. The position also requires periodic travel throughout the Greater Egypt region for meetings, project coordination, and field activities.

Field work generally represents less than 25 percent of total work time but may vary depending on project schedules. Field assignments may involve exposure to varying weather conditions and occasional travel by foot, bicycle, or kayak to access project sites.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Other Requirements

- Must be legally authorized to work in the United States.

- Must possess and maintain a valid driver's license and reliable transportation for regional travel.
- Must establish residency within one of the five counties of the Greater Egypt District within six (6) months of employment.
- Must comply with all Commission personnel policies, including workplace safety, ethics, and drug-free workplace requirements.

Disclaimer

This job description outlines the primary duties, qualifications, and responsibilities of the position. It is not intended to be an all-inclusive list of tasks. Employees may be assigned other duties as needed to support Commission operations. The description does not constitute an employment contract, and the Commission reserves the right to modify job duties or requirements at any time in accordance with its policies and procedures.

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