

**JOB TITLE:** Regional Planner

**DEPARTMENT:** Center for Community Development - Planning, Central Savannah River Area Regional Commission

**JOB SUMMARY:** This position is responsible for performing regional planning duties for the Central Savannah River Area Regional Commission. An incumbent in this position may also be designated as a Senior Planner.

**MAJOR DUTIES:**

- Uses judgment and advanced professional expertise to provide professional and technical assistance to local governments in the area of regional planning; researches, develops, updates, and writes comprehensive, environmental, solid waste management, redevelopment, and transportation plans; develops and updates zoning ordinances and land use projects; and completes development of regional impact (DRI) reviews, special area and/or other miscellaneous community plans, studies and reports.
- Meets with various committees and councils to provide assistance with the aforementioned activities.
- Meets with member government officials to identify local needs and to advise and present grant programs, proposals, recommendations, and related reports designed to meet local needs.
- Attends and represents the Regional Commission at public and governmental meetings at locations both inside and outside of the region as well as at conferences, workshops, and seminars.
- Regularly exercises professional judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.
- Researches, collects, generates, evaluates, audits, deduces and assesses data/information necessary for all planning documents. Exercises discretion in determining actual or probable consequences, using various reference and evaluation methods.
- Researches, develops, and presents reports to local government officials, their staff and other agencies as deemed necessary in written, photographic, or other formats.
- Provides information to answer public, governmental, media, or private sector inquiries about all planning activities.

- Ensures local governments are up to date on various state required reports and documents as outlined under the Georgia Service Delivery Strategy Act and Georgia Planning Act. Involves reviewing, and if judged necessary, revising the Service Delivery Strategy, Short Term Work Programs and/or local Comprehensive Plans. Advises local governments on update or revision needs, timeline and assists with the negotiation of updates/changes as requested.
- Assists local planners with planning and mapping projects as requested by our member jurisdictions.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of planning, zoning and land development/use principles, theories, strategies, and techniques.
- Knowledge of relevant federal, state, and local laws and regulations.
- Knowledge of CSRA RC plans and policies.
- Knowledge of GIS applications and principles.
- Skill in statistical analysis.
- Skill in operating a personal computer and various software programs, including Microsoft Office suite; and Adobe InDesign and Illustrator desired.
- Skill in organizing work.
- Skill in oral and written communication.
- Ability to independently convene and facilitate interactive public meetings.
- Ability to prepare project scopes and schedules.
- Ability to manage multiple projects with little supervision.

**SUPERVISORY CONTROLS:** The Deputy Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include the Georgia Planning Act of 1989, the Department of Community Affairs Rules for Local Comprehensive Planning and Regional Planning, other applicable state and federal laws, and directives from the CSRA RC. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work requires advanced knowledge of planning and planning principles and consists of varied duties in regional planning, zoning, and land use activities. The variety of duties to be performed and time constraints contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to develop, review, and update local and regional comprehensive, environmental, solid waste management, redevelopment, and transportation plans; develop, revise, and updates zoning ordinances, land use projects; and to complete development of regional impact (DRI) reviews; and to develop special area and/or other miscellaneous community plans, studies, and reports. Successful performance in this position helps ensure the availability of funds for local government projects and contributes to economic growth and development in the region.

**PERSONAL CONTACTS:** Contacts are typically with other CSRA RC personnel, elected local government officials, state and federal agency representatives, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, and resolve problems.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table. Some travel is required, including training, meetings and site visits for special projects or land use updates.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Supervisor responsibility of interns as needed.

**MINIMUM QUALIFICATIONS:**

- Master's degree in planning or related field and one (1) year of progressively responsible experience.

**CERTIFICATIONS:** No certifications are required, however, certifications in environmental review, project management and/or the American Institute of Certified Planners is desired. Employee achievement of AICP certification within 3 years of employment also desired.