

West Florida Regional Planning Council Job Description

JOB TITLE: Planner II - Data Analyst
ROLE & LEVEL: P2
TRAVEL: 25-50%

REPORTS TO: Planning Manager, Transportation
FLSA STATUS: Exempt
Office Location: Destin

WORK OBJECTIVE:

Performs intermediate level professional urban and transportation planning work for the West Florida Regional Planning Council (WFRPC). Develops planning studies and reports in support of new and updated plans, programs, and regulations. Work is performed independently under limited supervision with considerable moderate latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Utilizes ArcGIS and other advanced software programs to compile and analyze data
- Conducts research in specific or general project areas related to urban and regional planning and economic impact
- Writes and presents formal and technical reports, working papers, long range and strategic plans, policy documents, and correspondence
- Develops and gives presentations on topics related to assigned area of responsibility at meetings and relevant conferences/workshops (may include evenings and weekends)
- Serves as liaison or coordinator and leads meetings with community groups, government agencies, developers, and elected officials
- Prepares proposals and project work plans related to assigned area of responsibility
- Applies for, maintains, and administers grants related to assigned area of responsibility
- Identifies problems, issues, and opportunities that could be mitigated through better community planning; may develop long range plans
- Assists with updates and maintenance of various plans and programs
- May oversee the work of and provide training to consultants, interns, and other planners

MINIMUM QUALIFICATIONS:

Bachelor's degree in urban planning, GIS, architecture, public policy or related field; supplemented by three (3) or more years' planning experience. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

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PREFERRED QUALIFICATIONS:

- Thorough knowledge of GIS
- Master's degree
- Advanced computer skills

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of principles and practices of research and data collection
- Thorough knowledge of the principles and practices of planning
- Ability to prepare clear, accurate and concise records and reports
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to manage multiple priorities to ensure that deadlines are met

PHYSICAL REQUIREMENTS:

Tasks involve light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

SALARY RANGE:

Position salary range starts at \$41,000.00 annually. Actual offer will be based on individual qualifications and funding.

HOW TO APPLY:

Please visit <http://www.wfrpc.org/employment-opportunities> to obtain an application and instructions regarding submission.

Candidates will not be considered until both the application and resume are received.

The WFRPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the WFRPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. WFRPC is a Drug Free Workplace.