

**Eastgate Regional Council of Governments (Eastgate)
Position Description**

Position: Planner

Eastgate, a Regional Council of Governments and Metropolitan Planning Organization, is seeking a full time Planner to contribute to the development of a variety of community and regional planning work including but not limited to comprehensive, strategic, and implementation plans. The Planner will work in a team environment with staff members from various disciplines and will be responsible for performing a range of community and comprehensive planning functions. The employee will be supervised by the Director of Planning.

Tasks associated with this position may include, but are not limited to:

- Collecting, analyzing, and synthesizing data for comprehensive plans.
- Writing sections of reports, planning documents, and other related documents.
- Developing strategic actions and implementation steps.
- Assisting with public engagement, outreach activities, and implementation of comprehensive goals, objectives, policies, strategies, and projects.
- Working in a team environment with staff members from various disciplines and communities.
- Coordinating with elected officials, policymakers, administrative staff, planning commission members and other authorities.

Requirements:

- Master's Degree from an accredited college or university in urban planning or related field, or five years of practical experience in planning, with GIS experience.
- Preference given to those with AICP certification.
- Knowledge of the planning process including land use and capital investment requirements.
- Skills at time management to meet the needs of a variety of projects and deadlines.
- Ability to work on project teams, with the role varying by project.
- Strong writing capabilities, both technical and general language for the public. Applicant must provide a writing sample.
- Proficiency in standard office computer applications and software including MS Word, Excel, and PowerPoint are required.
- Graphic communication, as well as public speaking.

Compensation: \$40,684.50 - \$ 45,760.00/year depending on experience
Paid vacation leave, sick leave, and holidays

Interested candidates should send resume, and cover letter to:

James G. Kinnick, P.E.
Executive Director
Eastgate Regional Council of Governments

Position open until 4:00 PM April 16, 2018

ATTN: Joann Esenwein – Director of Planning, jesenwein@eastgatecog.org

The Eastgate Regional Council of Governments is an Equal Opportunity Employer

