

## **The Planning Council Job Description**

**Job Title:** Community Planner  
**Division:** Community Planning and Development  
**Department:** Community Planning  
**Reports To:** Senior Director, Planning & Program Development  
**FLSA Status:** Exempt  
**Approved By:** Angela Kellam, CEO  
**Approved Date:** 2021

### **SUMMARY**

This position serves The Planning Council's total planning activities and provides management and staffing for assessment, planning, funding, and implementation of community programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Provides technical leadership for planning, assessment and evaluation activities for health, human service, and housing programs.
2. Regularly conducts market surveillance with a focus on business development for planning and evaluation projects.
3. Identifies opportunities for cross-sector collaboration and program development including, but not limited to, housing authorities, planning districts, social services departments, managed care organizations/healthcare systems, military services, and both non-profit and for-profit organizations.
4. Facilitates and leads group and community sessions.
5. Identifies, collects, and analyzes, and presents data for community problems.
6. Prepares data in report form utilizing data visualization tools such as ArcGIS, Tableau, and others.
7. Writes grants for internal and external customers.
8. Internally, interfaces on a regular basis with the administrative staff, support staff, division heads, and all Community Planning Division staff.
9. Externally, works with individuals and agencies identified with any program to which they are assigned. Examples of those contacts are local and state government officials, professional and volunteer organizations, foundation representatives, administrators from the medical, academic, civic, and religious communities.

### **COMPETENCIES**

To perform the job successfully an individual should demonstrate the following competencies:

Analytical - synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.

Customer Service - manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve services; responds to requests for service and assistance; meets commitments.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication - writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Diversity - Shows respect and sensitivity for cultural differences.

Judgment - displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation -sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

Planning/Organizing -prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic action plans.

Professionalism - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Dependability - follows instructions, responds to management direction; takes responsibility for own actions; keep commitments; completes tasks on time or notifies appropriate person with an alternate plan.

## **REASONABLE ACCOMMODATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the required knowledge, skill, and abilities, physical requirements, and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **QUALIFICATIONS**

1. Demonstrated ability to relate well to individuals of diverse racial, ethnic, religious, and socioeconomic backgrounds and of varying abilities.
2. Criminal History Search within 30 days of employment.
3. Excellent command of grammar, punctuation, spelling, and correspondence composition and format.
4. Excellent human relations skills because of frequent “people” involvements with personnel and vendors.

**EDUCATION and/or EXPERIENCE**

Master's degree in Urban and Regional Planning, or equivalent, preferred. Other concentrations in Public Health, Housing, or Human Services Planning may be considered. Experience with research, data collection and analysis, and planning around community development and/or housing are required.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to walk, reach with hands and arms, and talk and hear. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus when working with a variety of forms and computer screens.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

**COMPENSATION**

Commensurate with demonstrated experience.

**Candidates who are actively seeking immediate employment and have the requisite education and experience (MURP or Equivalent) please email your resume and a list of specific planning projects to:**

Angela Kellam  
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