

## **Employment Opportunity**

### **Regional Planner**

A full-time Regional Planner position is available at Lake of the Ozarks Council of Local Governments located in Camdenton, Missouri.

## **Regional Planner Job Description**

### **Nature of Work**

Under the supervision of the Executive Director, the Regional Planner is responsible for providing technical expertise to Lake of the Ozarks Council of Local Governments' member communities. This includes providing technical support in economic development, transportation, land use and environmental projects. Work may include but not limited to preparing regional and local studies, assisting in preparing grant applications for identified projects, administration of project grant funds, local community planning services, and other special projects, including GIS mapping applications.

### **Responsibilities**

- Providing information and technical assistance to member governments in meeting state and federal requirements
- Providing information and educational programs on current problems facing local communities and governments
- Assisting in the application preparation and administration of grants, loan programs, planning documents, research projects and other programs
- Coordinating regional programs, including educational workshops
- Identifying specific needs within communities and making recommendations for possible solutions
- Providing information on federal and state funding programs
- Analyzing and organizing data into written reports utilizing computerization techniques, composition and editing skills
- Coordinating and providing professional assistance to citizens, groups and local governments within our region
- Providing assistance in the updating and computerization of strategic/comprehensive plans for communities
- Researching and updating data and related information both for written reports and electronic media
- GIS mapping
- Maintain files and records in regard to each project, program and study
- Performance of any other tasks assigned

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties that may be required. All

employees of Lake of the Ozarks Council of Local Governments are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine duties.

### **Qualifications**

Graduate from an accredited college or university with preference given to major course work in the fields of planning, public administration, community development, economics, or other related fields of study. Relevant experience may be substituted for education. Skills in the preparation of written reports and competency in communication with public officials is essential. Experience with GIS mapping techniques needed.

### **Physical Requirements**

Individual must possess a valid driver's license and access to a motor vehicle to be used for business purpose travel within the region. Occasional overnight travel may be required.

### **Application Process**

Applicants must submit a letter of interest, resume, salary history and list of references to Executive Director, Lake of the Ozarks Council of Local Governments, P.O. Box 3553 Camdenton, MO 65020 or email to [linda.conner@loclg.org](mailto:linda.conner@loclg.org).

**Lake of the Ozarks Council of Local Governments is an equal opportunity employer.**

**Starting salary DOQ**