

Planner I

Job Description

Summary:

Lake of the Ozarks Council of Local Governments is interested in hiring a full-time Planner I. Under the supervision of the Executive Director the Planner I, will provide support for our planning efforts in Camden, Laclede, Miller, and Morgan counties. This includes a variety of activities, data collection, research, and compilation of information for projects in regard to transportation, economic development, hazard/disaster and resilience planning. Additional projects, as requested by our member communities may also be a part of the work required.

Duties and responsibilities will include but not limited to:

- Data collection and technical assistance
- Oral communications and interpersonal skills to provide presentations specific to projects, and educational workshops
- Assisting in writing planning documents, research projects and other planning activities
- Assisting in grant writing and grant administration
- Analyzing and organizing data into written reports utilizing computerization techniques, composition and editing skills
- Providing assistance in the updating and computerization of strategic and comprehensive plans
- Researching and updating data and related information both for written reports and electronic media
- Attend meetings, including public meetings in the evening
- Community awareness will include preparing meeting agendas, press releases, newsletters and distribution of materials to increase public awareness of projects
- Maintain files and records in regard to each project, program and study
- Ability to organize and prioritize multiple assignments in a complex, high-volume work environment, highly accountable as projects are funded by both state and federal funds
- Primarily an office position with 10 percent field work or public engagement opportunities
- Performance of any other tasks as assigned

Requirements:

Successful candidates must be able to assist in writing planning documents associated with all projects, including the capacity to research and develop background information, communicate results, and/or analysis. Candidates must also be able to summarize information, identify key ideas, and propose viable solutions. Strong writing skills, with accuracy and attention to detail are essential.

Knowledge and experience with Microsoft Office products are required, including Word, Excel, PowerPoint, and Publisher. Knowledge of internet research and website navigation skills are essential. A valid driver's license and reliable transportation are required, with the ability to travel regionally.

Qualifications:

Graduate from an accredited college or university is preferred; however, relevant experience may be substituted for education.

Compensation:

Full-time employees receive full benefits, including, healthcare, dental, and vision insurance, paid holidays, vacation day and sick days. Income range will commensurate with qualifications and experience. Range: \$30,000-\$32,000