Employment Opportunity Announcement

The Apalachee Regional Planning Council, a governmental agency serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty and Wakulla counties and their municipalities, announces the following job opportunity:

Regional Planner – Growth Management

Position Description
The Apalachee Regional Planning Council (ARPC) is seeking an entry level Urban and Regional Planner to serve as the ARPC’s Regional Growth Management Planner. The incumbent will be primarily responsible for growth management activities including comprehensive planning, zoning and other technical assistance for ARPC’s member local governments and municipalities. In addition, this position will also support short-term and long-term economic development and resiliency planning activities throughout the nine-county Region. This position will focus on community planning and require liaising between local governments and state and federal agencies as well as providing technical assistance to these entities. Overall, this position, in conjunction with other ARPC team members and regional partners, will work to enhance communities throughout the Region.

Background
The ARPC, a multi-purpose agency of the State of Florida, provides technical assistance in the areas of economic development, emergency planning, transportation and quality of life to meet the needs of our member local governments within the nine-county Region comprised of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla counties and their municipalities. Given the diverse nature of the ARPC’s work, the incumbent will gain experience through diverse platforms related to a wide variety of local, regional, state, and federal activities.

Terms of Service
Start Date: October 2020
Subject Area(s): Growth Management/Community Planning, Economic Development, Recovery/Resiliency
Hours per Week: Full-time
Starting Compensation: 35,000 – 45,000 D.O.Q.

Scope of Work
Under the direction of the Executive Director, the incumbent will have the following primary responsibilities:

I. Provide technical assistance and capacity support to local governments, especially for activities related to community planning and growth management;
II. Provide short-term and long-term planning and coordination to develop or update community planning documents, especially documents related to growth management, economic development, and recovery/resiliency;

III. Assist local governments with zoning and future land use planning activities;

IV. Serve as a liaison to identify potential resiliency, mitigation, economic recovery, and other projects in the Apalachee Region;

V. Seek and develop new grant opportunities to continue to grow the ARPC’s various programs;

VI. Foster partnerships and a community of collaboration between local governments, regional organizations, and state and federal agencies;

VII. Provide growth management expertise to other ARPC programs, as needed;

VIII. Other duties as required.

**Essential Physical Skills**

I. Use of both hands and fingers with dexterity.

II. Very frequent use of good near vision, good hearing.

III. Occasional walking and frequent standing.

IV. Ability to lift 30 pounds.

V. Must be capable of driving a vehicle continuously for two or more hours.

**Environmental Condition Requirements**

I. Work inside the office in a sedentary posture as well as travel to meetings at various locations outside of the office.

II. Occasionally attend meetings outside of normal working hours and outside of the local area.

**Education**

I. Minimum Requirement: Bachelor’s degree in Urban and Regional Planning or a related field.

II. Preferred: Master’s degree in Urban and Regional Planning or a related field.

**Experience and Abilities**

I. A minimum of zero to two years’ experience in Urban and Regional Planning, Growth Management, Community Development, or a related field

II. Strong writing and communication skills

III. Ability to conceptualize, develop, and review planning documents

IV. Familiarity with comprehensive/land use planning and zoning

V. Experience with navigating grant opportunities, grant administration, and contracts

VI. Proficiency in Microsoft Office Suite

VII. Preferred: experience processing zoning applications

**License, Certification or Registration**

I. Must have a valid driver’s license or be able to secure a valid driver’s license at the time of employment within this classification
II. Preferred: AICP, CNU, or any additional accreditations

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

Candidates
The ARPC asks that candidates interested in this opportunity provide a résumé or CV as well as a short description of their experience and ability to meet the needs of the Scope of Work, which should be transmitted electronically to:

Kwentin Eastberg
Planning Manager
KEastberg@arpc.org