



## Job Description

Job Name: **Assistant Planner**

Department: Regional Planning Commission

Reports To: Executive Director

Pay Grade: Planner I- \$19.85 - \$29.78; Comprehensive benefits package including health, dental, and life insurance; IMRF; Wellness benefits and excellent paid time off benefits.

Submit Resume by: June 8, 2018; Position open until filled.

Mailing Address: 115 E Washington St., Bloomington, IL 61701

**Contact:** Vasudha Gadhiraaju, AICP  
Executive Director, MCRPC  
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**JOB SUMMARY:** The Assistant Planner assists in developing and updating the McLean County Regional Planning Commission's (MCRPC) transportation and comprehensive planning processes. The Assistant Planner will help coordinate, prepare, and develop comprehensive plans, transportation programs and projects under the direction of the Executive Director and other MCRPC staff. This position continually pursues, considers and appropriately implements best practices within the role and maximizes on collaborative opportunities with municipalities and other partners.

## **ESSENTIAL RESPONSIBILITIES**

### **Primary Functions**

- Assists the Executive Director and other MCRPC staff in strategic, comprehensive planning, transportation planning, housing and other efforts as needed, including public outreach, research, gathering and analysis of data, attending meetings and preparation of the documents.
- Collects, develops, maintains, and analyzes data using Geographic Information Systems (GIS) and other software in support of all planning activities. Creates maps and other graphic representations for inclusion in the reports.
- Coordinates the agencies outreach efforts to increase the community's awareness of MCRPC and planning related issues, including updating and maintaining MCRPC and other project websites regularly with appropriate information, social media, coordination of the agency newsletters.
- Will provide technical planning services related to transportation and land use planning to the planning staff, city and county departments, community organizations, governmental units in McLean County, and the general public.
- Carries out assignments related to the implementation of various adopted plans
- Attends and participates in meetings, conferences, workshops, and seminars to represent MCRPC and keep up-to-date with current/best planning practices
- Other responsibilities may be assigned

**COMPETENCIES** To perform the job successfully, an individual should demonstrate the following competencies (The basic "values" for the organization--required of all positions.)

- **Innovative** – Seeks to improve continuously, embraces change and is not afraid to challenge the status quo
- **Visionary** – Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to other employees
- **Delegation** – Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results
- **Customer Services** – Manages difficult or emotional customer (external/internal) situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments
- **Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; fosters quality focus in others; improves process, products and services
- **Project Management** – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and within budget; manages project team activities
- **Business Acumen** – Understands business implications of decisions; demonstrates knowledge of the Commission's business and competition; aligns work with strategic goals
- **Cost Consciousness** – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources
- **Communication** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; writes clearly and concisely
- **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
- **Respect** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position
- **Safety** – Proactively supports a safety-minded work environment

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, education and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EDUCATION AND/OR EXPERIENCE

### Required

- Bachelor of Arts or Bachelor of Science in Planning or closely related field strongly preferred
- One (1) year experience in a planning agency or firm
- Experience with GIS and other planning software
- Knowledge of contemporary planning concepts, principles, and skills developed by both educational training and work experience
- Ability to develop positive relationships with a variety of community, business, government, and neighborhood organizations, citizens, and staff
- Ability to think critically and work independently in performing planning duties
- Knowledge of contemporary planning concepts, principles, and skills developed by both educational training and work experience
- Or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this position

### Preferred

- Masters in Urban Planning or closely related field
- One (1) to Two (2) years of experience in a planning agency or firm

- Superior writing and presentation skills
- Experience in one or more of the following areas: Urban Design, Rural Planning, Environmental Planning, and Transportation Planning.

**ORGANIZATIONAL CULTURE** MCRPC is a small team of high-performing individuals with diverse backgrounds committed to realizing the organizational vision as the leader for planning tomorrow's McLean County. Members of the team are permitted to challenge assumptions, given freedom to experiment, fail, and learn. MCRPC embraces individuals with an attitude of continual improvement, willingness to think differently, and ability to innovate.