



# Job Description

<b>Position Title:</b>	<b>Senior Environmental Planner</b>
<b>Classification:</b>	<b>Full Time/Exempt</b>
<b>Salary Range:</b>	<b>Professional Exempt Position</b>
<b>Reports To:</b>	<b>Director of Planning and Research</b>

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## Summary/Objective

*The Senior Environmental Planner position performs a variety of professional and/or technical planning activities for the Tampa Bay Regional Planning Council's six county region. The Senior Environmental Planner position assists Directors and Principal Planners in carrying out the planning assignments and Council programs. The Senior Planner position works to establish and maintain effective working relationships with local governments, community agencies, staff members, and the general public.*

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## Essential Functions

- ≈ Support the Council's Agency on Bay Management (ABM), the region's voice on the management of the Tampa Bay Ecosystem. Duties include agenda development and administration. In addition to those duties, a Senior Environmental Planner will be expected to increase the ABM's public visibility and relevance to policy makes in maintaining the health of the Tampa Bay.
- ≈ Support various Council initiatives such as the Economic Analysis Program, Emergency Management, and the Tampa Bay Regional Resiliency Coalition (TBRRC) with environmental science and expertise.
- ≈ Represent the Council on various environmental committees and provide a regional perspective on managing the Bay and its resources.
- ≈ Provide editorial oversight and coordinate the production of the Council's Bay Soundings online environmental journal.
- ≈ Analyze environmental and natural resource issues of public policy interest for the Council, its subcommittees, staff, outside agencies, as directed.
- ≈ Prepare and maintain natural resource goals and policies in accordance with the TBRPC Strategic Regional Policy Plan.
- ≈ Interface and serve as the Council liaison with environmental agencies with the six-county region.
- ≈ Develop competitive grant applications and manage environmental studies.



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- ≈ Provide technical support for environmental projects and programs and manage stormwater education grants to area agencies.
- ≈ Assist Directors and Principal Planners in preparation of planning documents, research, report writing, and other duties required to successfully complete planning projects.
- ≈ Prepares preliminary drafts and edits material related to the area of assignment.
- ≈ Conduct data collection and analysis.
- ≈ Assist Directors and Principal Planners in administrative duties related to preparation and presentation of information to the Council, local governments, business, civic groups.
- ≈ May direct projects with oversight from Directors or Principal Planners.
- ≈ May direct administrative/technical support staff or Planners on planning projects.

### Competencies

- ≈ Technical Capacity
  - Microsoft Office Suite
  - Excel Proficient
  - Microsoft PowerPoint
  - Familiarity with GIS Mapping System Technology
  - Ability to read a Wetland/Topographic Map
- ≈ Communication Proficiency both Oral and Written
- ≈ Ability to Synthesize Data and Present Ideas and Findings: Clearly and Concisely in Written, Oral and Graphic Form
- ≈ Ability to Make Public Presentations When Required
- ≈ Time Management
- ≈ Organization Skills

### Supervisory Responsibility

This position has no supervisory responsibilities.

### Work Environment

This position primarily works in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanner, and fax.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is required to talk or hear. The employee frequently is required to stand; walk; use hands and finger to handle and feel; and reach with hands and arms.



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## Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 7.5 hour work day. Occasional evening or weekend work may be required as job duties demand.

## Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel should be expected.

## Required Education and Experience

Minimum of a Bachelor's Degree in environmental studies or related field from an accredited college or university; A Master's Degree in Urban and Regional Planning with an emphasis in Environmental Planning or a Master's in Environmental Management is preferred. Three years' experience is preferred with one year substituted for a Master's Degree. An equivalent combination of education, training, and experience may be substituted.

- Must be proficient in professional writing skills and oral communications.
- Valid driver's license or the ability to obtain one.

## Preferred Education and Experience

- Three years of Experience
- Master's Degree in Urban and Regional Planning
- GIS Mapping Experience
- Project Management Experience
- Graphic Design Software Experience
- Grant Writing Experience

## Equal Employment Opportunity Statement

The TBRPC is an Equal Employment Opportunity employer and is committed to providing a work environment free from discrimination and harassment based on race, color, religion, age, sex, pregnancy, sexual orientation, national origin, marital status, veteran status, disability or other protected status as defined by federal and state laws.

## Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without prior notice.



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## Means of Accountability

The following mechanism(s) may be utilized to assess quantitative and qualitative performance of this position:

- Annual Staff Evaluation
- Periodic verbal or written consultations with the employee.