



Job Description

Position Title:	Senior Planner-REACH
Classification:	Full Time/Exempt
Salary Range:	Professional Exempt Position
Reports To:	Director of Planning and Research

Summary/Objective

The Senior 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 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.

Essential Functions

- ≈ Supports the Director of Planning and Research in conducting planning studies.
- ≈ Prepares preliminary drafts and edits material related to the area of assignment.
- ≈ Conducts data collection and analysis.
- ≈ Assists 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

- ≈ Substantive knowledge of affordable housing issues, redevelopment and planning for low income communities
- ≈ Strong proven ability to use descriptive techniques to analyze raw data and to frame appropriate research questions about housing and community data. Ability to use inferential statistics to illuminate key relationships that are consequential to policy making is preferred
- ≈ Proven project management experience
- ≈ Technical Capacity
 - Must be proficient in Microsoft Office Suite
 - Excel Proficient
 - GIS Mapping



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- ≈ Communication Proficiency both Oral and Written
- ≈ 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.

Expected Hour 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

Master's Degree in Urban and Regional Planning or related field from an accredited college or university; however, a Doctor of Philosophy Degree is preferred. Three years' experience is preferred with one year substituted for a Master's Degree and two years for a PhD.

- 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 or Doctor of Philosophy in Urban and Regional Planning, Public Management or Environmental Management
- GIS Mapping and Data Management Experience
- Statistical analysis experience



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- Project Management Experience
- Document creation and formatting
- 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.

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.