

Associate Planner Job Description

Job Title: Associate Planner

Classification: Full-time/Flexible Schedule

Prepared Date: July 1, 2024

Job Summary

Under the general direction of the Senior Planner, Community Planner or Executive Director, the Associate Planner performs a variety of complex tasks associated with local, state, and federal contracts; provides direct planning services to member units of government, including but not limited to preparing master plans, zoning ordinances and recreation plans and the preparation of grant applications. The Associate Planner will make oral presentations, prepare various work programs and schedules for projects, attend meetings, and provide technical advice and recommendations to local units of government and others as appropriate. The Associate Planner should have the knowledge and experience to recognize interconnectivity between issues, opportunities, and threats as they relate to building a sustainable and prosperous future. The Associate Planner will have the ability to engage leaders in a variety of disciplines to develop actionable strategies that have relevant and measurable outcomes.

Responsibilities

1. Works with local units of government in preparing master and recreation plans, zoning ordinances, capital improvement programs and other strategic planning activities.
2. Provides technical assistance to member units for a wide variety of local governmental activities that includes planning, development, policy, grant administration and other concerns.
3. Collects data and information from original and/or secondary sources, conducts planning analyses, prepares estimates and projections, prepares written reports on findings and recommendations for regional and local plans, position papers, problem analyses, etc.
4. Makes oral presentations on a variety of subjects, to varied audiences, and attends numerous scheduled meetings during and outside of normal working hours.
5. Works on a variety of Commission related initiatives that may involve but are not limited to economic development, housing, coastal management, recreation plans, strategic plans, downtown development, emergency management and hazard mitigation, transportation, and materials management.
6. Researches, monitors, and evaluates state and federal programs to determine appropriateness in advancing local unit and Commission initiatives.
7. Serves on advisory committees relevant to regional or local planning topics.
8. Attends professional development opportunities and regional coordination meetings, including conferences, training sessions, and webinars.
9. Research, trains, and obtains proficiency or fluency with contemporary technologies and methods that can support innovative community planning.
10. Performs other related duties as assigned.

Preferred Qualifications

- Knowledge of graphic and illustrative support software to support grant concepts.
- Comfortable working independently or with a team.
- Proficient communication skills.
- Passionate about Planning and assisting others.
- Plans and organizes work to meet schedules and timelines.
- Possess a valid drivers license with an acceptable driving record.

Education/Training/Experience

- Bachelor's Degree from an accredited college or university in Planning, Public Administration, Architecture, or a related field.
- Two years' appropriate experience required in a planning department or related setting. An advanced degree may be substituted for up to two years of experience that provides the required skills, knowledge, and abilities.
- Proficiency, or ability to obtain proficiency with software including, but not limited to InDesign, Canva, ArcGIS, and various video conferencing tools.
- Willingness to take the Michigan State University Extension's Citizen Planner and Zoning Administrator online courses within the first year of employment.

Benefits Package

- Compensation
 - Competitive salary commensurate with qualifications and experience.
- Full medical insurance for employees and family administered by Blue Care Network starting on the first day.
- Delta Dental insurance administered by Delta Dental for employees and family starting on the first day.
- Paid vacation, sick leave, and personal leave.
- Employee (2%) and Employer (5%) contribution to Nationwide Retirement Plan.
- Paid Holidays
- Term Life Insurance
- Cell phone
- Casual and friendly supportive work environment.

To Apply

A cover letter and resume should be emailed to Dotty LaJoye, Executive Director, CUPPAD at dlajoye@cuppadd.org or call 906-361-3084.