

COMMUNITY PLANNER JOB DESCRIPTION

Effective Date: March 3, 2025

Position: Community Planner

Employment Status: Full-time and part-time positions are available

Position Summary: **We really like outside the box thinkers; people who can bring a different perspective and a new way of doing things to the programs we already have at the NWMO RCOG. It's easy to get stuck doing the same things the way they've always been done, so we also welcome new ideas for projects and services that would benefit our region.** Under the direction of the Associate Director, Community Planners are responsible for providing technical expertise to communities in planning, public engagement, application development, and project development for a wide array of projects.

Essential Functions:

- Be able to independently research and compile information on demographic changes, critical infrastructure, and more as required by a funding source.
- Research and write federal, state and/or foundation grants for the NWMO RCOG or its members governments, as requested.
- Become familiar and provide technical assistance for grant writing and project development with a wide variety of regional and community planning issues, including environmental planning (trees, parks, green spaces), water and sewer systems, historic preservation planning, community and regional development, comprehensive and strategic planning.
- Assist with General Infrastructure or other related projects such as street, water, and wastewater.
- Facilitate the Strategic Plan development process for jurisdictions as requested.
- Attend county and/or community meetings related to emerging or on-going community development projects and to facilitate project development.
- Assist member governments in identifying projects and funding sources; research and write federal, state, and/or foundation grants for member governments.
- Stay up to date on a wide variety of granting programs and processes, regarding Missouri Department of Economic Development's Community Development Block Grant, Missouri Water & Wastewater Review Committee, MoDNR Clean Water, United States Department of Agriculture, and other funding sources.
- Assist with public engagement activities for grant-funded planning projects.
- Remain knowledgeable of other staff members' projects and the policies of the Regional Council as a whole.
- Attend quarterly NWMO RCOG Executive Board meetings if requested.

- Travel as required for training, conferences, and other meetings. Some trips may require overnight stays.
- Other duties as assigned.

Minimum Qualifications: Education: We will train the right candidates. However, a high school diploma or equivalent is required; an associate’s degree in GIS, public administration, planning, political science, writing/communications, or related field preferred.
Experience Level: 1 year of relevant experience preferred, but not required.
Computer: Proficient with Windows Operating environment, including Microsoft Office.
Other: Valid driver’s license and auto insurance. Must provide own reliable transportation (mileage reimbursement provided for work-related travel). Must be legally eligible for employment in the United States.

Competencies Expected: Ability to follow oral and written instructions. Excellent writing and public speaking skills are preferred. Attention to detail is paramount, as is the ability to follow procedures. In addition, the position requires organization, ability to meet deadlines, interpersonal communication, project development, and critical thinking skills. Must be able to conduct research and must be a self-starter.

Physical Requirements: Constant use of hands and arms to type and write to complete necessary paperwork. Must be able to drive and/or ride long distances; night-time driving is necessary. You must be able to converse by phone and in person with customers and clients. Must be able to sit for long periods of time. Must be able to lift boxes of files to move them from one location to another. Must be able to navigate sometimes rough, unimproved terrain to monitor projects.

Job Location: This position is a hybrid position at the Northwest Missouri Regional Council of Governments in Maryville, MO, with the option of working up to 2 days per week remote. Monday through Thursday, 8 a.m. to 4:30 p.m. with a 30-minute lunch break is the work week with the possibility of meetings, events, or training outside those hours.

Salary Range: The salary range for this position is anticipated to be \$40,000 to \$50,000 but is TBD depending on the candidate’s education and experience. This position, as posted, is full-time (32 hours per week) with benefits.

**This job specification should not be construed to imply that these requirements are the exclusive standards of the position.*