

TITLE: REDEVELOPMENT READY COMMUNITIES (RRC) PLANNER

FLSA: EXEMPT

REPORTS TO: MANAGING DIRECTOR, TECHNICAL ASSISTANCE PROGRAMS

UPDATED: APRIL 2021

PAY GRADE: 4

POSITION SUMMARY

The RRC Planner provides planning, zoning and economic development technical expertise to communities in the RRC program. The incumbent will review planning, zoning and economic development documents in order to make recommendations and provide technical assistance to achieve RRC certification.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- ↪ Independently conducts technical community evaluations using the RRC Best Practices to assist communities to become RRC certified.
- ↪ Conducts planning research projects, evaluates alternatives, makes recommendations and prepares written technical baseline assessment of evaluation findings.
- ↪ Interprets, applies and examines laws, codes, regulations, ordinances and data received from communities.
- ↪ Conducts community visits within territory to gather data, understand the community and to ensure communities are on the path to achieve RRC certification.
- ↪ Identifies context sensitive actionable pathways and alternatives to accomplishing certification requirements.
- ↪ Identifies and executes opportunities for technical assistance services to customer communities in collaboration with the Community Assistance Team and Michigan Main Street.
- ↪ Provides technical assistance to deliver resources for accomplishing required actions to become certified.
- ↪ Establishes and maintains relationships/partnerships with other internal teams and external organizations to coordinate programming and like efforts.
- ↪ Assists with training series review, development and planning of sessions.
- ↪ Markets and promotes the RRC program to communities and the private sector.
- ↪ Effectively represents the RRC program in meetings with communities, governmental agencies, community groups and various business, professional and regulatory organizations.
- ↪ Performs other related duties as directed.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: This position requires a Bachelor's degree (B.A.) from a four-year college or university in Urban and Regional Planning, Architecture, Public Administration or other related degree; or equivalent combination of education and experience.

EXPERIENCE: This position requires a minimum of three to five years of experience and/or training in urban and/or community planning, economic development or other local government related activity. Experience

working on planning projects, including master/comprehensive plan updates, zoning code updates, and design guidelines preferred.

SUPERVISORY RESPONSIBILITIES: The job does not have supervisory responsibilities.

CERTIFICATES, LICENSES, OR REGISTRATIONS: American Institute of Certified Planners (AICP) certification preferred.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

(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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

REQUIRED:

1. Ability to read, analyze and interpret planning, zoning, economic development and placemaking principles, practices and procedures.
2. Knowledge of the philosophies, principles, practices & techniques of local government planning and development operations and procedures; knowledge of principles, methodology, practices of research and data collection.
3. Ability to apply creative problem-solving skills to gather relevant information to solve less well-defined planning problems.
4. Ability to translate community and economic development needs at the local level into long-term strategies focused on building capacity.
5. Ability to apply group facilitation skills for use with community workshops.
6. Ability to work on multiple projects simultaneously.
7. Ability to function with strong written and verbal communication skills and ability to function with a keen attention to detail. Ability to write reports, business correspondence and procedure manuals.
8. Ability to travel within the State of Michigan as well as attend frequent evening meetings.
9. Ability to write and deliver presentations before community groups and committees, both virtual and in person.
10. Ability to handle situations requiring diplomacy, fairness, firmness and sound judgement.
11. Ability to effectively use common business computer software such as word processing, spreadsheet, presentation and/or statistical analysis software and specific software required for the position.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.