

# Regional Planner

## Nature of Work

The Regional Planner position is responsible for professional community and regional planning work of routine difficulty and other duties as assigned. An employee in this class is responsible for applying the principles of planning in a consultative role to local governments and other agencies.

## Illustrative Examples of Work

- Assists in defining planning goals for a community; researches land use, infrastructure, economic base, and other factors to identify current community conditions; recommends solutions to community problems and discusses opportunities which might be mitigated through planning; defines the importance and feasibility of implementing specific planning goals.
- Assists in developing long-range comprehensive community plans concerning development of communities; identifies strategies which promote economic and community development or efficient land use consistent with community goals.
- Assists in writing a variety of ordinances and regulations relating to land use and development controls (e.g., zoning, subdivision regulations, floodplain management); assists community leaders in explaining specific technical/legal information (e.g., legal procedures, responsibility of local officials, impact of ordinance on individuals); Review plats, site plans, and development proposals and ensures they meet all applicable regulations (e.g., environmental, zoning, or subdivision regulations).
- Answers questions from the public or local officials on a variety of fundamental planning issues to provide technical assistance to a community; explains the impact of State or Federal programs on the community.
- Develops maps to illustrate planning concepts; examines existing maps to instruct the GIS staff in the preparation of maps illustrating specialized planning concepts; proofs map to ensure the content, form, and function of the map accurately display pertinent information.
- Assists in developing projects; completing and submitting grant applications; Administering and successfully completing state and federally funded projects.
- As assigned, serve as staff liaison to state and federal programs to complete the program of work in compliance with all applicable state and federal rules and regulations.
- Participates in the searching for funding sources appropriate for local governments and in developing proposals for grants; participates in developing requests for grant funding.
- Conducts on-site audits, analyses of grant projects and otherwise monitors projects to determine compliance to pertinent federal, state, and other regulations and provisions of contracts; makes recommendations on improvements which recipients should make to more properly execute provisions of grant contracts; assists in the revision of grant contracts as indicated.
- Prepares and maintains a variety of standard reports relative to project development and administration.

## **Requirements**

Graduation from an accredited four-year college or university with a Bachelor's degree (Master's degree preferred) in one of the following: (1) community development studies, including urban and regional planning, urban design, or land use management and reclamation; (2) political science studies, including public administration, public affairs, or public policy; (3) civil or architectural engineering; (4) architectural studies, including landscape architecture or environmental design; (5) environmental or natural science; or (6) related social science studies limited to economics, geography, sociology, or urban studies.

Thorough knowledge of:

- comprehensive community plan development work (i.e., planning for land use and transportation development, economic and population analysis, public improvements, and community facilities; and providing technical consultation to community members)
- administering comprehensive community development plans
- developing plans for land use, transportation, conservation, or economic factors including economic and population analysis
- analyzing the geography and demography of territories
- designing infrastructure (e.g., roads, water systems) or facilities
- researching the development and organization of social groups in communities.

### **Necessary Special Requirement**

- Possession of a valid Tennessee Driver's license and the ability to be insured at standard vehicle liability rates.