

Planning Tech

Purpose of the role:

Under general supervision, performs a variety of the less complex professional land use and planning duties in support of various SICOG current and/or long range planning projects and in the implementation of the SICOG's general plan as well as related policies and regulations and performs related duties as assigned.

This is a broad classification and individual duties will vary depending on area of assignment.

Distinguishing Characteristics:

This is the entry-level class Planning Position. Initially under closer supervision, individuals at this level perform the more routine duties in support of the SICOG's current and long range planning projects including performing research, data collection and report preparation duties while learning SICOG policies, procedures, and specific techniques related to area of assignment. As experience is gained, assignments gradually become more diversified and individual works with greater independence.

The Planning Tech is distinguished from the Planner by performing assignments of a less complex nature.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Individual may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides assistance at the public counter and over the telephone; participates in resolving service inquiries, question or complaints.
2. Provides information on applications, plans, grants and related planning programs, provides information and assist contractors, owners, community groups, and other interested persons; updates the SICOG's development activity report including coordinating with project planners in tracking the development and application progress.
3. Assist with the preparation of loan document
4. Manage submission of state on-line document submissions
5. Conducts research and studies related to area of assignment; compiles, analyzes, social, economic and housing trends, community needs, projects or requests; assists in the preparation of reports and findings regarding population, transportation, housing, economic programs and needs.
6. Participates in reviewing and completing various plans and applications; reviews and processes various planning documents and applications including time extensions; reviews completeness of applications and plans; reviews proposal and applications; prepare SICOG reports.
7. Makes field surveys and investigations related to planning and grant projects;
8. Attend, prepare or assists in the preparation of reports for various planning staff and

- transportation affiliation, boards; reviews draft materials and comments including reports, correspondence and drafts of revisions for local plans, grants and related activities.
9. Reviews and/or participates with development, updating for pamphlets, brochures and publications and social media.
 10. Uses computers and software programs for various planning projects and studies.
 11. May assist in the preparation of budget reports; may assist in the preparation of grant applications.
 12. Serves as receptionist; receives visitors and is primary telephone contact.
 13. Able to operate all SICOG office equipment.
 14. Provides clerical assistance to all SICOG staff members.
 15. Performs other job related duties, within limits of documented physical and mental capabilities, as directed by the Director.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Desired Minimum Qualifications:

1. Methods and techniques used in customer service and public relations
2. Perform routine to moderately difficult professional planning assignments under decreasing degrees of supervision.
3. Learn, understand, and apply federal, state, and local laws, regulations, policies, procedures and standards pertaining to the planning process.
4. Prepare clear and concise documents, reports, correspondence and other written materials.
5. Prepare clear visual displays including maps, graphs and illustrations.
6. Learn and understand the organization and operation of the SICOG.
7. Maintain various data collection, record keeping, tracking, filing, and reporting systems.
8. Organize and prioritize timelines and project schedules in an effective and timely manner.
9. Operate and use modern office equipment including a computer and various software packages.
10. Exercise sound judgment within established guidelines and supervisory direction.
11. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.
14. Respond and perform assigned duties in the event of a declared emergency.

Salary is commensurate with education and experience. Range \$29,000 to \$35,300.

Southern Iowa Council of Governments is an equal opportunity employer.

To Apply:

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position to: sicog@sicog.com