

PLANNING TECH

The Southern Iowa Council of Governments, SICOG, Creston, Iowa, is accepting applications until May 31, 2021, or until position is filled, for the position of Planning Tech. A “Planning Tech” is an entry-level position that will provide the applicant with the opportunity to become acquainted with a variety of regional and local planning issues and functions, loan processing and general office operations. Duties will include: answering the phone, ordering supplies, data collection and report preparation, maintaining office promotional material, preparation of loan documents, grant management, data base maintenance, assisting other staff, attending meetings and taking minutes and oversight/execution of the Iowa Grants and SICOG websites. Additionally, the position will coordinate and assist with economic recovery through resiliency, mitigation, and economic recovery projects in the region.

Applicants must have a minimum of a high school degree. Past experience within an office environment and public administration activities preferred. Salary range: \$29,000 - \$35,000. Salary is commensurate with education and experience.

Interested individuals should send letter of introduction and resume to:
SICOG, 101 E. Montgomery Street, Creston, Iowa 50801.