

November 2021

REGIONAL PLANNER / HOUSING

Southern Iowa Council of Governments (SICOG) is seeking a Regional Planner for SICOG's organization and its member governments.

ACTIVITIES:

The agency is the area's Regional Planning Organization, and fosters collaboration between governments, civic organizations, and the business community on diverse regional transportation, land use, environmental, and economic development challenges. SICOG seeks a self-motivated generalist planner with multi-task capabilities to assist in community development and economic recovery resulting from the Covid-19 pandemic.

PLANNING DUTIES: Provide general comprehensive and current planning, development plans, zoning ordinances, technical assistance to governments, grant writing, grant management, data base collection, analyses and maintenance to member governments. Report writing, mapping, meeting preparation and presentations, contact with local governments, business interests, the public and consultants. Good oral and written communication skills.

HOUSING DUTIES:

Duties include technical and advisory work, administrator of federal and state grants by working with local governments, homeowners, contractors and the general public. Professional and technical position responsible for assisting property owners in improving and rehabilitating their properties. Conducts client interviews and inspection to assess property needs; review work write-up reports and cost estimates of rehabilitation work; coordinates rehabilitation work with contractors; prepares work agreement/contract between the homeowner and contractor; conducts follow-up inspection; maintains individual case files and cross referenced files and other reports; other duties as assigned.

QUALIFICATIONS: Bachelor's degree in Community and Regional Planning or related field. Experience is desired but not required. Successful candidate must possess exceptional organizational, planning, communication, analytical and accuracy skills. Strong computer skills required. Previous experience with planning, analytical research and reporting, public involvement, and grant writing is preferred.

SALARY RANGE: Excellent benefits. Starting salary \$3,500-\$3,900 mo. DOQ. Interested individuals should send letter of introduction and resume to: SICOG, 101 E. Montgomery Street, Creston, Iowa 50801. Position is open until filled.

For information about SICOG and the Southern Iowa Council of Governments area please visit the following web site:

www.sicog.com

Questions can be addressed to:

SICOG@sicog.com

Request for complete Job Description can be addressed to:

Ostroski@sicog.com

SICOG IS AN EQUAL OPPORTUNITY EMPLOYER