

Green Hills Regional Planning Commission (GHRPC) is seeking an individual with strong writing skills, knowledge of the role of municipal and county governments, and excellent verbal communication skills to fill the role of Community and Economic Development Planner. GHRPC is hiring a planner position that will join our Community Development Department in the role of Community and Economic Development Planner and assist with Grant Writing, Project development and Administration and Marketing the region.

Green Hills Regional Planning Commission's purpose is to meet the needs of the local governments within the eleven counties of North Central Missouri. GHRPC is funded with federal and state agency dollars, for the purpose of providing research, programming and outreach that ultimately benefits the eleven-county region.

Green Hills Regional Planning Commission (GHRPC), located in Trenton, MO, is one of nineteen organizations operating as a sub-state planning and development agency serving the State of Missouri. The Commission is organized as a voluntary association of local governments. The GHRPC retains a staff of professionals who work on projects intended to foster improved quality of life throughout the 11 county "Green Hills" region.

Job Description—Community and Economic Development Planner

Exempt—Administrative/Professional

Hiring Range: \$18.00 - \$22.00 per hour—Depending upon qualification (Health, vision, dental, retirement planning, mileage reimbursement, vacation and sick leave accrual & 14 Holiday's offered)

Work Location: Office located in Trenton, Missouri. Flexible or Remote work may be allowed per director's discretion.

Project Development and Grant Writing

GHRPC provides planning and technical assistance involved in developing projects and writing grants on behalf of cities and counties in the 11-county region. Strong writing skills, the ability to interpret and implement state and federal programs and confidently manage successful completion of activities upon award.

Typical Functions:

- Develop planning studies and reports in support of new comprehensive plans and updated plans, programs and regulations
- Prepares and presents detailed reports to government bodies
- Acts as a liaison between community groups, government agencies, developers and elected officials
- Conducts field evaluations and assessments.

- Training to become proficient in State and Federal guidelines and policies, i.e., civil rights, procurement and contract management, financial management, equal opportunity, and labor standards.
- Completing forms and documents.

- Creating financial ledgers and excel spreadsheets to track expenditures.
- Visiting construction sites and performing employee interviews.
- Traveling throughout the GHRPC region to attend city council, county commission and other meetings.
- Travel within the state to attend training.
- Act as project representative for grantee.
- Interact professionally with engineers, architects, contractors, state and federal employees and elected officials.
- Work with jurisdictions to further Economic Development.

Typical Skills:

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Creative problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind
- Effective written and verbal communication skills
- Ability to facilitate in-person and virtual public participation activities
- Be able to read and comprehend engineering reports, grant applications, program manuals, and budgets.
- The ability to learn and execute successful projects.

Minimum Qualifications:

Bachelor's degree or work experience in the fields of engineering, transportation, project management, public policy, planning, business administration, economic development or government. Effective writing skills with strong attention to detail. Knowledge of the principles and practices of local, state and federal government, economic development and planning. Strong written communication and verbal communication is necessary in this position.

GHRPC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Applicants should email a resume, cover letter, and three professional references to Lisa Colson, Executive Director at lisa@ghrpc.org

This position is open until filled

Office Location: Trenton, Mo. Position will cover an 11-county region.