

Part-Time Regional Planner II

The Harry S Truman Coordinating Council seeks a Regional Planner. Qualified applicants are asked to electronically submit a cover letter (including salary expectations), resume, and references in one document to ccampbell@hstcc.org. Please also direct questions ccampbell@hstcc.org. Please do not make phone calls. Only e-mail resumes will be accepted. The position will be open until filled.

Job Description Summary: The successful candidate will work independently under the supervision of senior planning personnel serving a four-county region in SW Missouri. The position performs technical assignments including project management, research, data analysis, oral presentations, grant writing and administration, and development of conclusions and recommendations. Work will be conducted during regular office hours from 8 am to 5 pm Monday through Friday at the HSTCC office in Neosho Missouri and sometimes at home. Hours expected to be worked will be approximately 27. In addition, attending occasional night meetings will be required. Duties and responsibilities will include but are not limited to:

Provide technical assistance to local governments regarding matters related to overall planning and regional growth and development.

Provide technical assistance in preparing reports and presentations on a variety of topics, including recreation, transportation, emergency management, housing, and economic development;

Regularly review government and private publications for funding opportunities; Attend staff, commission, and other community meetings regularly;

Use articulate and professional communication skills to serve a diverse population;

Coordinate and lead public meetings and workshops; and

Develop and implement work plans for a variety of projects.

Requirements: Four-year college degree with major coursework in public administration, business administration, planning, economic development, communication, or related field; preferred but not required

Demonstrated ability to research and write reports;

Three years' experience using personal computers and basic software packages including Microsoft Word, Excel, PowerPoint, and Outlook;

Valid driver's license and reliable vehicle; and

Ability to work well with others and the public in a fast-paced team office environment. Desirable:

One year of relevant experience; and

Experience writing grant proposals preferred but not required

Other Required Skills/Characteristics: Demonstrated ability to work effectively under pressure; Demonstrated ability to work efficiently and effectively with frequent and multiple interruptions; Demonstrated ability to organize and prioritize multiple assignments in a complex, high-volume work environment; Demonstrated ability to work with accuracy, with attention to detail, and in accordance

with policies; and Ability to travel regionally. The salary range is commensurate with qualifications and experience. Possibility for position to turn into full time with benefits.