



Planning and Regional Services

General Description: Planner

Performs entry-level planning and research work. Work involves developing local, regional, or state zoning, urban, transportation, emergency management, or site plans and programs; preparing implementation plans; and monitoring policies and procedures. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

Examples of work performed

- Collects, organizes, and analyzes data required in the development of plans or programs.
- Participates in technical, policy, and interagency planning meetings.
- Reviews and evaluates planning material for contractual compliance.
- Prepares reports and assists in making presentations.
- Researches federal and state regulations.
- Researches and analyzes local, state, and national trends; policy issues; and proposed legislation, regulations, or rules to determine impact; and makes recommendations.
- Consults and communicates with other departments, agencies, and civic groups.
- Conducts field and telephone surveys.
- Conducts planning studies such as feasibility studies or master plans.
- Assists in providing technical planning assistance to the general public; developers; contractors; and local, regional, or state entities.
- Assists in reviewing plans, proposals, and studies.
- Assists in developing policies and procedures for implementing plans or programs and measuring progress.
- Assists in developing short-range and long-range local and statewide plans, projects, or programs.
- May prepare and monitor performance measures.
- Performs related work as assigned.

General Qualification Guidelines

Experience and Education

Experience in planning and research work. Graduation from an accredited four-year college or university with major coursework in city or regional planning, economics, business or public administration, political science, or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning, programming, and research.

Skill in the use of a computer and applicable software, in applying statistical tools to data, in preparing reports, and in collecting and analyzing demographics and statistics; standard office practices and procedures and familiarization with Microsoft Office Suite. Knowledge of geographic information systems (ArcView and ArcInfo GIS systems) is beneficial.

Ability to evaluate planning material, to conduct research, and to communicate effectively. Maintain effective working relationships with local, state, and federal agencies, regional council program directors, private firms, and the general public.

Certificates and Licenses Required

Appropriate Texas Driver's license, current proof of automobile insurance, and available/alternate means of transportation.

CTCOG application is available at

Please send application to: <https://ctcog.org/about/resources/employment-opportunities/>

Central Texas Council of Governments

Attn: Carmen Lim

2180 N Main Street

Belton, Texas 76513

Or Email to: Carmen.Lim@ctcog.org

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