

VACANCY ANNOUNCEMENT

Planner, Senior

Community Development Group/ Center for Livable Communities

OPEN DATE: September 10, 2021

CLOSE DATE: Open until filled

POSITION SUMMARY:

The Atlanta Regional Commission (ARC) is the regional planning and intergovernmental coordination agency that focuses on issues critical to the region's success, including growth and development, transportation, water resources, services for older adults and workforce solutions. ARC is dedicated to unifying the region's collective resources to prepare the metropolitan area for a prosperous future. This is done through professional planning initiatives, the provision of objective information and the involvement of the community in collaborative partnerships.

The Community Development Group works closely with local governments across the 11-county region to help address a range of land use, development, and transportation challenges. The Group is seeking a highly motivated and collaborative self-starter to join its team. The ideal candidate will have a mission-oriented mindset, excellent written/verbal communication skills, graphic design skills, and knowledge of the principles/techniques of local planning, including an understanding of the application of regulations.

The Planner, Senior will be responsible for contributing to local planning projects undertaken through the Group's Community Development Assistance Program (CDAP), Local Comprehensive Planning Program, and Livable Centers Initiative (LCI). Projects currently being undertaken include municipal comprehensive plans, local food systems plan, corridor or subarea plans, zoning revisions, studies of special topics such as housing/economic development, and similar planning activities. This position may also require contribution to other ARC activities, including but not limited to the Comprehensive Economic Development Strategy (CEDS).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and support local plans produced through ARC's Community Development Group;
- Contribute to all elements of local plan development, including research, analysis, mapping, writing, stakeholder engagement, and public outreach;
- Establish and maintain strong relationships with local project sponsors and partner organizations and communicate effectively;
- Work as part of multidisciplinary teams and contribute to complex projects;

- Completes other technical, analytical, GIS-related, and administrative projects as needed;
- Perform other duties assigned to support agency goals and objectives.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

- Knowledge and understanding of the links between transportation and community development;
- Knowledge of ESRI ArcGIS Desktop (ArcMap or Pro);
- Knowledge in the following areas: land use planning, comprehensive planning, food systems planning, zoning, community development, local government policy, and economic development;
- Ability to provide technical assistance, conduct trainings and workshops, and develop innovative, collaborative solutions to build local capacity;
- Ability to manage and contribute to complex projects and to work as part of a multidisciplinary team;
- Ability to work with elected officials and local government staff in designing and implementing policies, strategies, and regulatory approaches that support healthy livable communities;
- Ability to interact with partner agencies, local governments, and the general public;
- Skill in using and analyzing large datasets and conducting quantitative analyses;
- Excellent written and oral communication skills;
- Strong organizational and time management skills which include the ability handle multiple priorities and consistently meet established deadlines;
- Proficient in Microsoft Office, InDesign, and related software package.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in urban or regional planning, economics, architecture, landscape architecture or related field
Two (2) years of professional urban planning experience

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

PREFERRED QUALIFICATIONS:

- Master's degree in urban or regional planning, economics, architecture, landscape architecture or related field
- 3-5 years of work experience in planning, public policy, and/or research field

SPECIAL REQUIREMENTS:

In addition to the detailed examples of responsibilities and abilities contained herein, all employees of the Atlanta Regional Commission are expected to model behavior consistent with

the guiding principles outlined in our **Evolution Strategy**. Specifically, incumbents are responsible for demonstrating work habits that are:

1. Interdisciplinary by promoting professional and interpersonal connections and integration across functional disciplines.
2. Holistic by seeking expertise within the team, Group, or Agency to produce his/her work output, and demonstrating a strong understanding of and support for interrelationships between their work and the work of others in the team, Group, or Agency.
3. Actionable by continuously striving to improve his/her capabilities to produce sustainable outcomes and displaying a strong need for achievement and a high energy level to attain goals.
4. Outcome Based by taking the initiative to meet goals and expectations, and consistently striving to produce tangible results with significant visible impact, and.
Targeted toward Ensuring Colleagues' Success by willingly and deliberately providing his/her expertise to others to build and sustain effective internal and external working relationships, and by modeling behaviors that consistently demonstrate concern for colleagues' success, needs, respect, trust, and integrity.

SALARY RANGE: \$53,828-\$72,668 (no SS deductions except for Medicare portion, approx. 1.45% of salary)

ARC is an equal opportunity employer and does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or the provision of services.

