

POSITION DESCRIPTION

Regional Planning Specialist

REPORTS TO: Project Director, Regional Growth Sustainability

PROVIDES SUPPORT TO: Valley Partnership Joint Development Authority (VPJDA), VPJDA Governments, Development Authority of Columbus, the Greater Columbus Georgia Chamber of Commerce, Military Affairs Committee, Civilian Military Council, Ft Benning Futures Partnership, Georgia Military Affairs Coordinating Committee, and Fort Benning, Georgia.

OVERALL FOCUS: Provides direct project management support to the Program Director and the Regional Growth Sustainability Director, with a focus on regional planning. This position is responsible for providing technical assistance in land use, utilities, infrastructure and transportation planning for governments in the RGMP 10 county study area that need technical help implementing the plans and recommendations of the RGMP.

.ALLOCATION OF TIME: 100% of time allocated to the Office of Economic Adjustment (OEA) Funded Regional Growth Sustainability Project.
Travel: As much as 20% of time (internal and external to the states of Alabama and Georgia)

.SPECIFIC DUTIES AND RESPONSIBILITIES:

- Analyzes, interprets and maintains data addressed in the Ft Benning Regional Growth Management Plan in order to assist County and municipal governments in the 10 County RGMP Study Area in implementing the findings and recommendations of the RGMP Study as pertains to the following subject matter areas:
 - Growth Forecasting & Modeling
 - Transportation
 - Utilities & Infrastructure
 - Housing Market
 - Sustainable Land Use Planning
 - Regional Growth Plan Maps
 - Economic Impact
 - Environmental Impacts
 - Health & Social Services
 - Public Safety and Emergency Services
 - Quality of Life
- Assist in data collection, data input and maintenance of GIS database
- Produces land use planning maps as needed using CommunityViz
- Coordinates closely with planning staff of the 10 County RGMP Study Area and the Metropolitan Planning Organization (Regional)
- Assists in the collection and evaluation of land use, housing, population, employment and natural resources data.
- Prepares and delivers oral and written presentations at public meetings.
- Evaluates and provides assistance to the region with zoning and subdivision proposals for code compliance, conformance to the comprehensive plan, and agreement with development regulations.
- Assists communities in the RGMP Study area in evaluating environmental assessments/determinations.
- Other duties as assigned

POSITION DESCRIPTION

Cont'd: Regional Planning Specialist

EDUCATION / EXPERIENCE / SKILLS NEEDED:

1. Knowledge, Skills, and Abilities

- a. Knowledge of the principles and practices of transportation and land use planning.
- b. Knowledge GIS systems.
- c. Knowledge of the principles and practices of budgetary development and management.
- d. Knowledge of the federal, state, and local laws related to land use and highway transit planning activities.
- e. Knowledge of the methods and materials used in the construction and repair of transportation infrastructure.
- f. Knowledge of the geography of the city and other local areas.
- g. Knowledge of accepted planning practices and procedures.
- h. Knowledge of the CPCMPO Long Range Transportation Plan, the Transportation Improvement Program, the Congestion Management System Plan, the Unified Plan Work Program, the Columbus Comprehensive Plan, other relevant federal, state and local laws, and government and department policies and procedures.
- i. Skill in operating land use planning software, similar to CommunityViz
- j. Skill in problem solving and decision making.
- k. Skill in management and supervision.
- l. Skill in operating standard office equipment.
- m. Skill in oral and written communication.

2. Credentials and Experience

- a. . College degree in urban planning; masters degree preferred.
- b. . Minimum three to five years of related experience, preferably as a Planning Director
- c. . Experience in the use of land use planning software such as CommunityViz

Disclaimer:

The position description is not intended to and should not be construed to be an all- inclusive list of responsibilities, skills, abilities and / or working conditions associated with this job. While this position description is intended to be an accurate reflection of the job requirements, the Greater Columbus Georgia Chamber of Commerce reserves the right to modify duties, and to assign other duties as necessary to accomplish the goals and tasks of the department and the organization.

All specific duties and responsibilities, required skills and physical requirements are essential to the job function of this position; however, miscellaneous functions that are incidental to the performance of the fundamental job duties have been excluded. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and / or employees. This position description does not in any way create an employment contract, implied or otherwise, other than at - will employment relationship.