Regional Planner

The Western Upper Peninsula Planning & Development Region seeks a Regional Planner.

Qualified applicants are asked to electronically submit a cover letter (including salary expectations), resume, and references in one document to Jobs@WUPPDR.org. Please also direct questions to Jobs@WUPPDR.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 six-county region in Michigan’s Western Upper Peninsula. 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 WUPPDR office in Houghton. 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;
- 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.

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.

Compensation: Benefits package commences on start date and includes health, dental, vision, life, and disability insurance; paid holiday, vacation, and sick days; participation in the Municipal Employees’ Retirement System; and opportunity for advancement in a great working environment. Salary range is commensurate with qualifications and experience.