



324 Munson Avenue
Traverse City, MI 49686
www.liaa.org

Position Description

(This Position Description Does Not Constitute a Contract)

Position: **Community Planner**
Status: Full Time, Salaried

General Description of Position

This is a professional position requiring a high level of confidence, experience, and dedication. The Community Planner (CP) is a part of our project development and management team with a special emphasis on community planning, education and outreach. The CP is responsible for gaining the confidence and cooperation of community leaders; building community-specific information sets; and engaging both public officials and citizens in visioning and planning exercises for land use and resource management. Additional responsibilities include marketing and promotion of LIAA's products and services, proposal development, and writing. All work is performed under minimal supervision and includes a great deal of teamwork. The CP reports directly to the Executive Director.

Responsibilities

- Designs, develops, and facilitates innovative, inclusive and engaging community visioning, planning, civic engagement and consensus-building exercises for land use and resource management.
- Builds community relationships and coordinates project efforts, including all scheduling, notification, and materials preparation.
- Designs, develops, and executes communication efforts, including promotional campaigns, educational programs and educational publications.
- Assists the Executive Director and other staff in the dissemination of the knowledge gained by LIAA through its projects.
- Assists in the writing, editing, design, development and publication of planning documents, educational publications, promotional materials, and other materials to assist local planning efforts.

- Provides support to other staff positions as necessary to assure smooth operation of LIAA and continuous client satisfaction.
- Assists with project development, design, planning and management as necessary to support the planning team and all the other components of LIAA.

Knowledge, Skills and Abilities Preferred

- Extensive training in urban or regional land use planning, including community master plans, zoning processes and procedures, housing and infrastructure development planning, economic development, and natural resource management.
- Clear understanding of and competence in planning for the preservation of cultural and natural resources, including the protection of important ecosystems.
- Clear understanding of local, regional and state governmental procedures, functions and applications.
- Ability to manage complex projects, working under time constraints and deadlines.
- Ability to work cooperatively with other employees.
- Comfortable working in urban, suburban and rural communities.
- Understanding of trends related to climate change and community adaptation and resiliency.
- Understands and values social equity and an ability to reach out to disenfranchised citizens.
- Understanding of the urban form and landscape architecture.
- Ability to speak and present at municipal meetings, public meetings and conferences.

Minimum Qualifications for the Position

- Master's degree in urban planning or a related field.
- Experience with Microsoft Office programs, ESRI and Adobe products.
- Training and experience in project coordination and team building.
- Excellent oral and written communication skills. Graphic communication skills are a desired bonus.
- Willingness to travel.