East Central Florida Regional Planning Council  
JOB DESCRIPTION

Job Title: Planner I  
Status: Contract Grant Funded, 2-year term  
Salary Range: $39,000 (37.5 hours per week)  
Reports To: Regional Resilience Officer  
Benefits: None

Summary: The Planner I will specifically work with the Regional Resilience Officer (and other staff members) to staff the east central Florida Regional Resilience Collaborative and assist in tasks and responsibilities as required through the Economic Development Administration CARES grant. This Planner I position calls for specialized knowledge of the planning, sustainability and resilience field and should be a self-starter, possess critical thinking skills and have some experience in engagement and facilitation, and complete needed assignments with little direction. The Planner I is expected to be a team player, support the regional planning council departments including economic development, planning, emergency preparedness, and resilience programs. Minimum requirements include a Bachelor’s and 2 years of experience or a Master’s Degree.

Primary Duties and Responsibilities:
1. Review and develop policy Analysis.
2. Staff the ECF Regional Resilience Collaborative through tasks including but not limited to:
   a. Coordinate meetings - organization, facilitation, support and documentation.
   b. Develop an action plan for the Collaborative.
   c. Promote partner engagement and outreach.
   d. Conduct data analysis and findings interpretations through written and verbal communication.
3. Support COVID–19 recovery tasks as identified by stakeholders which may include the development or updating of plans, processes or policies.
4. Conduct extensive research in specific or general project areas.
5. Work with stakeholders, including the public, jurisdiction/agency staff, and elected officials to identify community issues and opportunities and develop or apply resilient/sustainable solutions.
6. Assist in development of project and grant proposals.
7. Develop strategies that promote sustainability and resilience, economic and community development or efficient land use consistent with community and regional goals, strategic regional policy plan and the comprehensive economic development strategy for east central Florida.
8. Evaluate assets in meeting current and projected needs and goals (including future conditions).
9. Recommend priorities, schedules, and funding sources to implement plans and established goals.
10. Conduct GIS analysis.
11. Attend evening meetings around the 8-county region, as necessary.
12. Other duties as assigned.

Resilience Planner I Job Description (continued)

**Typical Knowledge:**
- Systems based knowledge in sustainability and resilience principles, practices and trends
- Understand Climate Change, its impacts and adaptation
- In-depth knowledge of one or more specialization, such as sea level rise, extreme heat, hazard mitigation planning (including pandemics), demographic and economic analysis
- Knowledge of research and data collection principles and practices
- Effective communication and writing techniques
- Critical thinking skills and the ability to integrate cross-discipline approaches and solutions

**Qualification Requirements:**
- Generally, requires a Bachelor’s Degree with 2 years of experience in the planning, economic development, sustainability or resilience focused profession or a Master's degree. Preferred degrees include: Public Administration, Urban and Regional Planning, Environmental Science, Public Policy, Economics, Emergency Preparedness or a related field.
- Knowledge of Microsoft programs including Word and Excel. GIS experience preferred.
- Certified Floodplain Manager, AICP, CC-P, LEED Green Associate a plus.
- Ability to work independently; well-developed time management skills, especially the ability to complete high-quality, detail-oriented deliverables on tight timelines amid competing deadlines within a diverse work group.
- Ability to exercise initiative, resourcefulness, and tact in obtaining and analyzing information related to resilience planning.
- Self-motivated and able to work cohesively with coworkers and superiors and function in a team environment.

Physical Demands: Occasional lifting of items up to 25 pounds.

**Supervisory Responsibilities:** n/a

**Means of Accountability:** Annual review by Supervisor (Regional Resilience Officer).