

## **JOB ANNOUNCEMENT**

### **NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**

**POSITION TITLE:** Regional Planner

#### **REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of regional planning and programming concepts
- Bachelor's degree in urban or regional planning or related field
- Master's degree and three + years' experience preferred
- Proficiency in basic math skills and English grammar
- Demonstrated abilities in use of spreadsheets, word processing and communications software as well as PC equipment (GIS skills are desired)
- Written and verbal communications skills
- Problem solving and time management skills
- Ability to work well as a team member; and possess meeting and group facilitation skills
- Ability to organize and prioritize multiple tasks

#### **GENERAL DESCRIPTION OF ANTICIPATED DUTIES**

- Conduct certain planning activities related to implementation of the Comprehensive Regional Plan, such as staff support for the urban core (environmental justice communities) subcommittee and participation in the livable centers local planning initiative
- Conduct freight planning activities, such as at-grade crossing study; freight infrastructure GIS database
- Prepare the annual list of obligated transportation projects
- Assist with public involvement activities

**ANTICIPATED POSITION CLASSIFICATION:** Full-time – Professional A or B, depending on qualifications

**SALARY / WAGE PARAMETERS:** Salary: \$33,611 – 43,437, depending on qualifications

#### **RESERVED RIGHT OF EMPLOYER / APPLICATION DEADLINE:**

The employer reserves the right not to fill this position. Apply by 4:30 p.m. September 21, 2012. However, the position will remain open until filled.

#### **APPLY WITH LETTER, RESUME AND REFERENCES TO:**

Steve Strains  
Deputy Director/ Director of Planning  
Northwestern Indiana Regional Planning Commission  
6100 Southport Road  
Portage, Indiana 46368-6409  
Voice 219-763-6060, ext. 130; Fax 219-762-1653  
sstrains@nirpc.org