Strategic Planner

The Strategic Planner identifies projects and funding necessary to implement the long-range planning program for Blair County, and its constituent municipalities. The scope of duties of the Strategic Planner includes assistance to local units of government, public and private non-profit groups, and associated publicly supported entities in their planning & development efforts which directly implement the goals and objectives outlined in the County’s Comprehensive plan, including development of projects, identification of both public and private funding sources, assistance in preparing applications for such funding sources and tracking projects to completion.

Current employees may fill this position if sufficient aptitude is demonstrated prior to application, even if they do not meet the requirements described below, however it is preferable that these requirements be met.

Primary Duties

- Identify opportunities to implement the projects of the Planning Program
- Assist local units of government, public & private non-profits and associated publicly supported entities in development of grant proposals related to community planning.
- Monitor availability of relevant grant programs and manages on-going funded projects.
- Research and identify new government and private funding proposals.
- Maintain and implement funding calendar activities, including cultivation activities.

Other Duties

- Monitor community efforts throughout the County for effective coordination of planning
- Provide educational, technical and planning assistance.
- Assist local units of government resolve problems in a timely manner using creative solutions and by setting attainable goals.
- Serve as a liaison to funding agencies or organizations.
- Identify additional planning funding sources that complement the existing program
- Prepare and maintain progress reports on planning activities within the County
- Attend a substantial number of meetings at times
- Maintain professional currency via professional development activities and networking
- Other duties as assigned

Knowledge

- Theory, principles and techniques of the planning profession and development process
- Federal and State programs and requirements relative to public sector planning
- Grant writing, administration, monitoring, and reporting
- Mathematics and bookkeeping
- Planning terminology, laws, practices, principles, and regulations
- General understanding of the capabilities and functions of computer applications including basic office productivity software, modeling, database management, graphic design/publishing, and GIS

Skills

- Multi-tasking
- Communicate in American English both orally and in writing
- Interpersonal and public relations
- Apply a systematic approach
- Strong problem-solving skills balancing all interest in the public interest
- Ability to exercise sound and independent judgment within general policy guidelines
- Effective utilization of standard office equipment such as telephone, computer, typewriter, and productivity software.

Education & Experience

- Bachelor's degree in planning, geography, public administration, or a related field.
- Five years’ experience, depending on education, qualifications, and demonstrated ability
- AICP Certification is preferred and is encouraged when employee becomes eligible