

SAP&DC

S O U T H E R N
A L L E G H E N I E S
P L A N N I N G &
D E V E L O P M E N T
C O M M I S S I O N

TITLE: Regional Planner
DEPARTMENT: Planning & Community Development (P&CD) Division
FLSA STATUS: Full Time Non-Exempt
CLASS: P-1

JOB RELATED BEHAVIORAL COMPETENCIES:

A “Competency Library” (document) serves as a source of definitions and as a guide for competencies necessary for successful job functioning in the position of Regional Planner. Cooperatively with the Director, Planning & Community Development, pertinent competencies-specific behavioral indicators are then selected for the position of Regional Planner. These will serve, in part, as the basis for performance evaluation.

OVERALL PURPOSE OF JOB:

This position is responsible for providing support to the Commission’s community and economic development initiatives as well as the transportation planning program. Predominantly, this position is charged with assisting with the implementation of the Rural Planning Organization’s Unified Planning Work Program (UPWP).

ESSENTIAL FUNCTIONS OF JOB: (other duties may be assigned)

1. Assists with SAP&DC Community and Economic Development Programs.

PERFORMANCE MEASURES

- Provides technical assistance and support as needed. This includes researching funding opportunities and developing grant proposals for submission to the Appalachian Regional Commission (ARC), Economic Development Administration (EDA), United States Department of Agriculture (USDA), Pennsylvania Department of Conservation and Natural Resources (DCNR), Pennsylvania Department of Transportation (PENNDOT), as well as other state and federal funding partners.
- Coordinates the Planning Department’s periodic electronic newsletter by compiling articles and information regarding ongoing and upcoming events and programs for inclusion and distribution.
- Assists with the coordination of the regional Keystone Opportunity Zone (KOZ) Program to include mapping and GIS support.
- Assists with researching potential funding sources for community and economic development projects within the region and maintains a database of relevant information.

2. Conducts Outreach and Provides Grant Writing Assistance to Clients.

PERFORMANCE MEASURES

- Works with P&CD staff to develop and maintain website content that provides customers with accurate and current information on programs and services available to local governments and non-profits.
- Promotes SAP&DC local government and non-profit services through outreach efforts at borough and township conventions, business expos, etc.
- Assists with researching potential funding sources for community and economic development projects within the region and maintains a database of relevant information.
- Provides professional and technical assistance to local governments and non-profits in the areas of grant writing and project development to include proposals to the Appalachian Regional Commission (ARC), Economic Development Administration (EDA), United States Department of Agriculture (USDA), Pennsylvania Department of Conservation and Natural Resources (DCNR), Pennsylvania Department of Transportation (PENNDOT), as well as other state and federal funding partners.
- Prepares and submits all required grant related reports accurately and on time to include SAP&DC's planning grant reports for ARC and EDA, the Greenways Mini-Grants Program, and the annual status report on the region's Comprehensive Economic Development Strategy (CEDs).

3. Assists with SAP&DC Transportation Programs.

PERFORMANCE MEASURES

- Provides planning and technical assistance to support activities related to the implementation of the Unified Planning Work Program (UPWP) and Supplemental Planning activities.
- Assists in coordinating with RPO Planning Partners to plan for and implement the Long Range Transportation Plan (LRTP) and the Transportation Improvement Plan (TIP).
- Implements PennDOT Connects process by providing municipal planning assistance and participating in collaboration meetings with PennDOT district personnel, municipalities, and other stakeholders to identify and communicate transportation needs pertaining to the Southern Alleghenies Rural Planning Organization (RPO) transportation plans.
- Engages, solicits, and ensures public participation in all Southern Alleghenies' plans and programs as outlined by the Public Participation Plan.
- Coordinates updates of the Southern Alleghenies Bicycle & Pedestrian Plan and works with local partners on implementation activities identified within the plan.
- Prepares and submits all required reports accurately and on time.
- Attends related training and professional development activities and workshops.

4. Assists with SAP&DC GIS Programs.

PERFORMANCE MEASURES

- Assists with operation and maintenance of the Commission's GIS system to support GIS analysis, mapping, product production, and related planning activities to support Commission activities and outside local government and non-profit organizations.
- Provides GIS and mapping assistance as needed to support transportation-related GIS analysis, mapping, product production, and related planning activities.
- Creates and maintains GIS datasets and manages geodatabases and contributes content to SAP&DC's ArcGIS Online website as needed.
- Provides professional and technical GIS assistance to local governments and non-profits, including map creation, large format printing, and data requests.
- Ensures that all assistance is consistently and accurately logged in the GIS requests tracking database.
- Assists with GIS services and ensures the maintenance of the GIS request database.
- Attends related training and professional development activities and workshops.

5. Participates in Committee Activities.

PERFORMANCE MEASURES

- Participates in meetings of the Planning Advisory Committee (PAC) as requested.
- Assists with coordination and participates in meetings of Alleghenies Broadband, Inc.
- Participates in all Rural Transportation Technical Committee (RTTC) and Rural Transportation Coordinating Committee (RTCC) meetings.

6. Meets Attendance Requirements.

PERFORMANCE MEASURES

- Consistently reports to work as scheduled or uses appropriate call-in procedures for obtaining approval for time off.
- Consistently reports to work, meetings, and other business appointments on time and prepared.
- Achieves a healthy balance between work and personal life.

OTHER DUTIES OF JOB:

1. Represents the Commission at various functions as requested.
2. Presents information to the SAP&DC Board of Directors and other groups, as requested.
3. Participates in professional associations as required.

SUPERVISION RECEIVED:

Supervision is typically received from the Transportation Program Manager, Assistant Director, and/or Director of Planning & Community Development.

SUPERVISION ADMINISTERED:

This position does not require the supervision of staff.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

Ability to manage multiple projects/tasks, utilize creativity, ability to adapt to a constantly changing work environment, maintain a high level of record keeping. Complete routine paperwork, provide close attention to detail, ability to work under high pressure for results, meet frequent deadlines, and work closely with others.

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to sit, Repetitive finger movement

Frequently Incurred (Between 25% - 75% of time on job)

Ability to stand, Ability to walk

Occasionally Incurred (Less than 25% of time on job)

Ability to lift (light, maximum 50 lbs.)

WORKING CONDITIONS TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of time on job)

Ability to participate in same day in-district and/or overnight out-of-town travel for meetings and conferences using a personal or rented vehicle.

Occasionally Incurred (Less than 75% of time on job)

Ability to work overtime as necessary.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

This position typically involves general office working conditions and occasionally involves visiting project sites that may require the use of personal protective equipment such as protective hearing and eyewear or a helmet.

QUALIFICATIONS:

Education

Bachelor's Degree in planning, GIS, geography, environmental science, public administration or related discipline. A focus in urban and regional planning and public administration is preferred.

Experience/Training

Minimum one-year experience in planning, GIS, or related discipline preferred.

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

Problem Solving Skills

Troubleshoots or takes initiative to solve problems.

Communication Skills

Clearly and consistently verbally communicates priorities.

Utilizes appropriate grammar, punctuation, and accuracy in written correspondence, manuals, or publications in a professional manner.

Math Skills

Performs accurate basic mathematical functions such as measurement, addition, subtraction, multiplication, and division.

Computer Knowledge

Word Processing Software

Spreadsheet Software

Internet/E-Mail

Database/Contact Management Software

Finance Software

Other Characteristics

Ability to exercise discretion and independent judgment in making decisions.

Ability to draw upon education and training.

Documentation and observation skills.

Strong organizational skills.

Ability to follow established confidentiality policy.

Ability to follow established safety standards.

Ability to use various office equipment, i.e., copier, fax, shredder, printer, etc.
Ability to communicate effectively in written and oral media.
Strong attention to detail and accuracy.
Ability to follow established standards and procedures.

This job description does not list all the job duties. Occasionally, supervisors or managers may ask you to perform other instructions and duties. Your evaluation is based in part upon your performance of the tasks listed in this job description and these other duties.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the Commission may terminate employment at any time, for any reason.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date

Executive Director

Date

Date Prepared/Revised: November 2021