

Assistant Planner
Job Advertisement



Job Snapshot

Location: Alexandria, LA

Compensation: \$38,000 - \$48,000 Annual Salary Based Upon Qualifications and Experience; Health, Vision, Dental, and Life Insurance (full employer premium contribution); up to 3% annual salary match of employee IRA contribution

Employee Type: Temporary Full Time (current funding allows for two years, RAPC will seek additional funding to extend this position to permanent status)

Industry: Government, Non-Profit

Manages Others: No

Job Type: Government, Planning

Education: Bachelor's Degree or higher in Planning, Public Administration, or other field with relevant experience preferred.; however, all applicants will be considered.

Experience: Entry Level Eligible; 3-5 years of planning, grant/project management, and/or GIS development preferred.

Relocation Covered: No

Notice: This position is associated with the Alexandria/Pineville Metropolitan Planning Organization (MPO), which is under the Transportation Division of the Rapides Area Planning Commission (RAPC).

Contact Information:

Kathy Powell, Office Manager

Phone: 318.487.5401 x15

Email: kathy@rapc.info

Description

Job duties for this position will include

1. Provide assistance to Transportation Director and Transportation Division Staff in the development and management of the projects within the Unified Planning Work Program such as the Metropolitan Transportation Plan Update, the Metropolitan Planning Area Stormwater Study and Model Development, and the Regional Transit Authority Study.
2. Provide assistance to the Assistant Director and Development/Hazard Mitigation Staff in the development and management of ongoing and future projects related to Subdivision Development Review, Hazard Mitigation Grant Program, Louisiana Watershed Initiative, Brownfield Assessment and Redevelopment, and Floodplain Management.
3. Assistance in the development of programs relative to and grant applications for EPA, USDA, EDA, DRA, DOT, and other federal or state funding opportunities with potential to provide solutions to identified community issues across our central Louisiana service area. Program development will include required reporting, financial management, vendor procurement, and management of consultants when necessary.
4. Assisting with other special projects as assigned by the supervisory staff.

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Requirements

Candidate skills should include excellent written and oral communication, a positive interactive personality, a high degree of knowledge of Microsoft Office Suite and Adobe Acrobat and/or comparable software; general planning knowledge with a focus on transportation planning and/or hazard mitigation related to flooding; coordination of public involvement; TransCAD development and manipulation would be a plus. Any of the following credentials are also a plus: AICP, CTP, CFM, CEP, or PMP. The candidate must be highly organized with the ability to effectively manage multiple projects and/or proposals simultaneously and be able to effectively work under pressure, use independent judgement, and produce quality work within tight time constraints. The candidate should also be able to work independently as well as in a team environment. Any previous experience should demonstrate a proven track record of effective program development and project management. RAPC is an equal opportunity employer.

To apply, please email cover letter, resume, references, and any relevant work/project portfolio to kathy@rapc.info with the subject "Assistant Planner Position".