



# Job Description

**Position Title:** Senior Planner

**Classification:** Full Time/Professional Exempt

**Reports To:** Chief of Staff

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## **Summary/Objective**

*The Senior Planner position performs a variety of professional and/or technical planning activities for the Tampa Bay Regional Planning Council's six county region. The Senior Planner will, under limited supervision, support the various programs and initiatives of the Council, including The Tampa Bay Regional Resiliency Coalition, as well as Public and Private Partner resiliency projects. The position works to establish and maintain effective working relationships with local governments, community agencies, business partners, staff members, and the general public.*

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## **Essential Functions**

- ≈ Assist in the delivery of the Council's various projects and programs, including the annual Resiliency Summit as well as ongoing studies across a range of planning disciplines
- ≈ Seek funding opportunities for the Council's resiliency, economic development, environmental and other projects.
- ≈ Provide communications support, including copy for newsletters and presentations on the Regional Resilience Action Plan to a variety of audiences
- ≈ Staff working groups on resilience issues to implement the regional action plan
- ≈ Successful preparation of planning documents, research, report writing, and other duties required to successfully complete economic development planning projects.
- ≈ Support Local Mitigation Strategy updates for local governments
- ≈ Conduct data collection and analysis for the range of programs supported by the Council.

## **Competencies**

- ≈ Technical Capacity
  - Microsoft Office Suite
  - Excel Proficient
  - Microsoft PowerPoint
  - ArcGIS or SketchUp desirable
- ≈ Communication Proficiency both Oral and Written



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- ≈ Ability to Synthesize Data and Present Ideas and Findings: Clearly and Concisely in Written, Oral and Graphic Form
- ≈ Ability to Make Public Presentations When Required
- ≈ Substantive knowledge of planning principles, methodologies, required; knowledge of public policy issues of clean energy and climate science desirable
- ≈ Time Management
- ≈ Organization Skills

## Supervisory Responsibility

The Senior Planner is a non-supervisory position.

## Work Environment

This position primarily works in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanner, and fax.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers to handle and feel; and reach with hands and arms.

## Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 8:30-5:00 with a 1 hour lunch or 8:30-4:30 with ½ hour lunch. Occasional evening or weekend work may be required as job duties demand.

## Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

## Required Education and Experience

Master's Degree from an accredited college or university and one year of experience or Bachelor's degree and three years of experience. An equivalent combination of education, training, and experience may be substituted.

- Must be proficient in professional writing skills and oral communications.
- Must be an experienced presenter to both small and large audiences.
- Must be experienced in building partnerships with local governments.
- Must be experienced in building partnerships with the private sector.
- Must be experienced in building partnerships with academic institutions.



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- Must be proficient with Microsoft Excel and other analytical software programs.
- Valid driver's license or the ability to obtain one.

## Preferred Education and Experience

- Experienced in dealing with Resiliency projects and programs.
- Project Management Experience
- Grant Writing Experience

## Equal Employment Opportunity Statement

The TBRPC is an Equal Employment Opportunity employer and is committed to providing a work environment free from discrimination and harassment based on race, color, religion, age, sex, pregnancy, sexual orientation, national origin, marital status, veteran status, disability or other protected status as defined by federal and state laws.

## Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without prior notice.

## Means of Accountability

The following mechanism(s) may be utilized to assess quantitative and qualitative performance of this position:

- Annual Staff Evaluation
- Periodic verbal or written consultations with the employee.

## Signatures

*This job description has been approved by all levels of management:*

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Sean T. Sullivan, Executive Director

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Wren G. Krahl, PHR-CP, Deputy Executive Director/Human Resources



## Job Description

*Employee signature below constitutes employee's understanding of the requirement, essential function and duties of the position.*

Employee \_\_\_\_\_ Date \_\_\_\_\_