



NWARPC Job Opportunity - Associate Planner

City: Springdale (Northwest Arkansas - Benton County-AR, Washington County-AR, McDonald County- MO)

State: AR-MO

Job Description Summary:

The Northwest Arkansas Regional Planning Commission (NWARPC) is the lead agency for transportation planning serving as the region's federally designated Metropolitan Planning Organization.

The Associate Planner performs city, regional, and metropolitan planning duties in the development of regional plans, local plans, and implementing ordinances.

This work includes technical and non-technical projects in support of policy and plan development, coordination and planning with local and state governments and transportation stakeholders, and public participation activities to engage and involve the broader community for all travel modes.

Essential Job Duties:

- Uses professional knowledge and skills in supporting and assisting the development and implementation of local plans, transportation policies, regional plans, programs, and projects.
- Conducts research and policy analyses using multiple methods of inquiry and research techniques. Monitors, collects, enters, prepares, compiles, analyzes, and presents data on various aspects of community, regional, and transportation planning using a variety of computer software including databases, spreadsheets, geographic information systems, graphics, and statistical software.
- Provides staff support for committees including preparing agendas, providing logistical support, and presenting content for committees. Attends, participates in, and organizes meetings during office hours, evenings and weekends as needed.
- Communicates in a professional manner with internal staff, the general public, government employees, elected officials, committee and board members, and others. Writes technical and policy reports as required.
- Maintains and upgrades professional knowledge, skills, and abilities by attending seminars and training programs and reading trade and professional journals and publications.
- Performs other duties as assigned.

Education and Experience:

Requires a bachelor's degree in planning, geography, public administration, or a closely related field and three years of related planning work experience, preferably at the local government level in current and/or long-range planning; or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

Licenses and Certification:

Preferred- Certification from American Institute of Certified Planners (AICP).

Valid driver's license.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of urban and regional planning, transportation planning, environmental planning, and community planning and/or other related disciplines.
- Demonstrated experience using data and data tools to drive decisions in innovative directions.
- Thorough knowledge of the principles of research, standard statistical procedures, sources of planning information, and techniques used in the preparation of materials for presentation.
- Analytical abilities required to collect, integrate and interpret data from various sources, to produce information and reports, and to develop, evaluate, and present planning information and analysis.
- Skill in managing projects and the corresponding budgets, schedules, and general communications.
- Interpersonal skills necessary to effectively interact with internal staff.
- Interpersonal skills necessary to effectively communicate with the general public, media, and outside organizations to successfully present information, respond to questions and consult with others.
- Public speaking skills necessary to effectively interact with committees, governmental bodies, the general public, and outside organizations to successfully and accurately present information.
- Effective writing skills to accurately and succinctly summarize highly technical data into an organized and easy-to-read format.
- Skill in operating computer programs and applications using spreadsheets, database, word processing, presentation, geographic information systems, project management and other relevant programs.
- Skill in interpreting complex graphics and/or computer output related to the urban planning process.
- Must be able to effectively operate standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities are required by this job to accomplish computer and office work. The employee frequently is required to move from location to location; use hands to finger, handle or feel; and reach with hands and arms. This position is occasionally required to traverse rough terrain, excavated areas, pre-construction, and construction sites.

Application Process:

Applicants may apply by submitting their resume to tconklin@nwarpc.org. Position is open until filled.

Equal Opportunity Employer:

NWARPC is an equal opportunity employer does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in NWARPC's programs and activities, as well as the NWARPC's hiring or employment practices.