

# Associate Planner (Planner II)



## Clinton County Regional Planning Commission

69 N. South St.  
Wilmington, OH 45177

(937)382-3582

[tstuckert@clintoncountyrpc.org](mailto:tstuckert@clintoncountyrpc.org)

[www.clintoncountyrpc.org](http://www.clintoncountyrpc.org)

### HOW TO APPLY:

Applications will be accepted until position is filled. Email cover letter, one copy of resume and references to: [tstuckert@clintoncountyrpc.org](mailto:tstuckert@clintoncountyrpc.org)

Founded in 1970, the CCRPC has been comprised of citizens and elected officials. This Commission is tasked with preparing plans on long range programming; promoting understanding of and recommending administrative and regulatory measures to implement plans; contracting if needed to facilitate planning activities; reviewing, evaluating and making comments on amendments to the Comprehensive Plan and zoning amendments; providing planning assistance to other units of local government; and, administering the County Subdivision Regulations.

**Company/Agency:** Clinton County Regional Planning Commission (CCRPC)

**Job Category:** Regional Planning

**Salary Range:** \$40,000-\$50,000 (Negotiable, DOQ)

**Education:** Minimum Bachelor's in Urban Planning or Related Field, Master's Preferred.


**AICP:** Desirable

**Experience Required:** 1 to 3 years

The Associate Planner plays a vital role in providing staff support and advice to the communities within the region, planning and zoning commissions and is a key contributor to the implementation of the RPC's mission. The Associate Planner must possess comprehensive knowledge of modern planning concepts and principles, and understanding of the public policy aspects of local government.

### JOB DESCRIPTION:

- Reports to the Executive Director
- Serving county, city, and village governments.
- Interprets and applies applicable state, county and local codes, ordinances and regulations
- Assists in the development and management of: the comprehensive plan, subdivision regulations, zoning regulations, open space and recreation plans, housing plans, and other planning initiatives led by the CCRPC.
- Responsible for assisting with: the Planning Commission agenda, preparation of technical reports, plans, studies, and coordination with all agencies involved with the site development.



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- Familiarity with various grant opportunities and possess grants writing skills, or willingness to learn.
- Assists with advising applicants on development proposals.
- Assists with the administration of the Clinton County Land Reutilization Corporation ("Land Bank").
- Serves on various committees and attends meetings representing the CCRPC.

### PREFERRED SKILLSETS:

- ArcGIS, Adobe Creative Suite, MS Office, and other technology/software related skillsets.
- Oral communication and interpersonal skills to present research findings to various boards and committees.
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems
- Group facilitation skills for use with community workshops
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind

The Executive Committee of the Regional Planning Commission reserves the right to change its timetable and parameters, reconsider candidates, and reopen ads for the position until the position is filled.

The Clinton County Regional Planning Commission is an equal opportunity employer. A background check, pre-employment drug screen, and proof of eligibility to work in the United States prior to employment will be required.