

**MISSISSIPPI RIVER REGIONAL PLANNING COMMISSION (MRRPC)  
JOB OPENING AND POSITION DESCRIPTION**

The Mississippi River Regional Planning Commission ([www.mrrpc.com](http://www.mrrpc.com)) in La Crosse Wisconsin is accepting applications for a Planner to serve a nine-county region in Western Wisconsin. If you are looking for a challenging and rewarding employment experience in the scenic Driftless Area where recreation activities abound, please apply.

**PLANNER:**

This position will be responsible for a wide variety of tasks focused on planning and community/economic development. The person should have in-depth knowledge of community planning development practices, GIS, data collection/analysis, general research and be able to aid local, state, federal officials, general public and the MRRPC. Comprehensive and Outdoor Recreation Plans for communities, Hazard Mitigation Plans for counties, sustainability, environmental impact and other development issues will be significant work components of this position. The Planner reports to the Director.

**JOB FUNCTIONS:**

Planning and Development Assistance

- Being courteous, cooperative and always be respectful with co-workers, supervisors, commissioners, public officials, customers and the general public.
- Prepare or assist in preparing local, county and regional plans including but not limited to: comprehensive, community development, capital improvement, housing, transportation, economic development, park and recreation, emergency response, hazard mitigation, downtown revitalization and tax incremental financing.
- Provide technical assistance to local, county and regional organizations in implementation of their plans.
- Participate on area, community, or state planning teams and task groups.
- Identify funding opportunities and prepare applications and proposals to secure funding to assist the MRRPC accomplish its mission, provide services and meet its responsibilities.
- Represent MRRPC at meetings with elected officials and various agencies at the local, regional, state, and national levels.
- Prepare grant applications and provide grant administration assistance to local units of government and the MRRPC.
- Prepare budgets and work plans, redevelopment, housing, and comprehensive plans, etc.
- Write grant applications and develop financial programs to implement community and regional plans and projects.
- Conduct business revolving loan fund and microloan fund underwriting.
- Prepare loan closing documents.
- Prepare, draft and finalize planning documents for the MRRPC and/or its customers.
- Undertake other work as assigned by the Director that is in accordance with the services, policies and work needs of the MRRPC.
- May serve as staff lead on a variety of transportation, economic development or land use training functions.
- Prepare plans and studies for all modes of travel including auto/truck, bus, water, air, rail, bicycles, pedestrians, paratransit and shared ride taxi.
- Review and comment on transportation projects and programs and impacts from transportation projects, or impact on transportation from proposed developments.
- Assist in the preparation of annual transportation work program (for financial assistance from federal, state, and local agencies), budgets, progress reports, news articles, and represent the MRRPC at meetings.
- When directed serve as a liaison between local governments, the La Crosse Metropolitan Planning Organization, and the Wisconsin Department of Transportation regarding transportation planning, programming and policy.

Other Job Responsibilities

- Photocopy materials and prepare plan documents.
- Conduct community outreach and participate at day and evening meetings.
- Answer telephone calls. Provide information to customers or refer customers to appropriate person or agency.
- This position is required to perform other duties as may be assigned by the Director that are in accordance with the mission, services, policies, responsibilities, and work need of the MRRPC.

- Large percentage of time is spent in the office sitting at a desk, researching data, reading and writing.
  - Carrying and handling of laptops, screens, projectors, boxes of papers, and other office equipment, supplies and materials will also often occur.
  - Time is spent driving to meetings and visiting project sites during both the daytime and evening which could involve walking in fields, forests, and urban centers and climbing hills and stairs.
  - Prepare time sheets to provide accurate cost allocation to project contracts.
- The above is not intended to encompass every job duty, responsibility or activity but is illustrative of the work.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and understanding of local, regional, statewide, national, and international planning trends and issues.
- Familiarity with Federal and State planning grant programs.
- Ability to complete data collection, planning analysis, plan preparation and public presentations.
- Ability to establish and maintain effective working relationships with co-workers, representatives of other agencies, civic and business organizations, and the general public.
- Ability to communicate and present ideas clearly and concisely, both orally and in writing using proper business grammar.
- Ability and skill in making public presentations to various sized groups.
- Strong computer skills.
- Ability to handle multiple priorities effectively and accurately and meet deadlines.
- Knowledge and understanding of governmental organizations and processes.
- Ability to use a personal computer and laptop with software as described below.
- Proficient at oral communication with co-workers, customers and the general public.
- Proficient at communication by telephone or other electronic devices.
- Must have dependable transportation and valid driver's license.

#### **TRAINING, EXPERIENCE AND OTHER QUALIFICATIONS**

- Bachelor's Degree in: Urban and Regional Planning, Public Administration, Business, Economics, Environmental Science, Geography or related field and a minimum of two years of work experience is preferred.
- Master's degree in the above fields is a plus.
- Strong communication skills and understanding of local government.
- American Institute of Certified Planners (AICP) certification preferred.
- Strong computer skills using word, publishing and spreadsheet software.
- Skill in use of PowerPoint, Publisher, Adobe Acrobat, Photoshop, and web design and publishing are a plus.
- Proficiency in ArcView, ArcGIS Desktop or ArcGIS Pro is also a plus.
- Possess a driver's license.

#### **ANNUAL SALARY AND BENEFITS**

- The annual salary range for this fulltime position is \$48,000 to \$62,000 and includes an excellent benefit package including health insurance and Wisconsin Retirement.

#### **APPLICATION PROCESS AND DEADLINE**

- To apply for this position, submit your resume and complete the MRRPC Employee Application in full at: [www.mrrpc.com](http://www.mrrpc.com) then submit both by E-mail to: [sarah@mrrpc.com](mailto:sarah@mrrpc.com).
- The deadline for applying is NOON on August 18, 2023 or until the position is filled.

**The MRRPC operates its employment, programs and services without regard to race, color, age, sex, disability, low income, limited English proficiency, and national origin in accordance with Title VI of the Civil Rights Act.**

**For further information on this position or the MRRPC please visit our website: [mrrpc.com](http://mrrpc.com) or contact Jon Bingol, Executive Director at 608.785.9396**