

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

The Mississippi River Regional Planning Commission (www.mrrpc.com) in La Crosse Wisconsin is accepting applications for a Planner to serve our 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 knowledge of community planning and 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 respectful with co-workers, supervisors, commissioners, public officials, customers and the 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 development revitalization, tax incremental financing and others.
- 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 assist with applications and proposals to secure funding to help the MRRPC accomplish its mission.
- Represent MRRPC at meetings with elected officials and various agencies at the local, regional, state, and national levels.
- Prepare budgets and work plans
- 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.

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 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 (Excel, Word, Power Point, and GIS software—ARC GIS PRO strongly preferred)
- 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 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 and reliable transportation.

ANNUAL SALARY AND BENEFITS

- The annual salary range for this full-time position is \$52,000 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 cover letter and resume by E-mail to: sarah@mrrpc.com.
- The deadline for applying is NOON on February 28, 2025, 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 or contact Jon Bingol, Executive Director at: 608.785.9396