

FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS

JOB DESCRIPTION

JOB TITLE: REGIONAL PROJECT PLANNER

DEPARTMENT: Administration

GRADE: TBD

LATEST REVISION DATE: 8/19

DEFINITION

The Regional Project Planner is responsible for providing technical assistance to and working with FRCOG member towns on a variety of projects, including exploring and implementing service sharing initiatives, and working on FRCOG special projects. This position requires excellent organizational, time management and administrative skills, ability to research, assess and analyze, and ability to work and communicate effectively with a variety of federal, state, regional and municipal leaders. The position will lead and facilitate a broad array of projects across many subject matters. Subject matter expertise is not required but the ability to identify a problem, identify and assess alternatives, facilitate consensus building and determine the best solution is required.

SUPERVISION

1. Supervision Received:

This position works under the direction of a Department Head. Performs responsible and complex work requiring the exercise of independent judgment. Brings problems to supervisors for discussion. Individual also reports to Program Managers when working on existing program projects.

2. Character of Supervision:

Position does not supervise staff.

3. Scope of Supervision:

Position does not supervise staff.

JOB ENVIRONMENT

1. Physical Environment/Working Conditions:

Work is primarily performed in the office. Some field work required as well as occasional weekend and evening work. Approximately 4 evening meetings per month should be expected.

2. Physical Effort/Visual Demand: Minimal physical effort required in performing duties under typical office conditions. Position requires the ability to operate a keyboard at efficient speed, and the ability to sit for long periods of time while working. Some physical effort required in traveling to perform field work.

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ESSENTIAL FUNCTIONS

1. Complexity of Duties:

- Creates project scopes and timelines.
- Conducts all or most work for assigned projects, which could include research, socioeconomic and municipal data analysis, convening and facilitating work groups, developing surveys and reports, assessing programmatic models and developing and implementing recommendations.
- Writes grants and assists in the preparation of grant applications and reporting.
- Collects information and assists in drafting Memoranda of Agreement.
- Maintains project filing systems.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as needed.
- Member of the FRCOG social media team.

2. Accountability:

Errors could result in lower standards of service, monetary loss, legal exposure and/or negative publicity. Errors could damage outside relationships, including those with member municipalities and regional leaders.

3. Contacts with Others:

This position requires frequent contact with municipal and state officials; multi-disciplinary partners; colleagues; and the general public. Individual is responsible for developing effective relationships with project stakeholders. Position must maintain positive working relationship with internal departments including finance, procurement, and planning. Position works with others in a variety of settings and utilizes a collaborative/consensus building approach when coordinating project and grant activities. Position must be able to conduct and facilitate difficult negotiations/discussions at times.

4. Access to Confidential/Sensitive Information:

Position has little access to agency and Council confidential information.

5. Budgetary Responsibility:

The position helps monitor grant and project budget expenditures. The position assists in project and grant development but is not responsible for procuring all funding needed to sustain the position.

RECOMMENDED/REQUIRED MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE, KNOWLEDGE, ABILITY AND SKILL

1. **Education/Basic Training:** Undergraduate degree in public administration, planning, business, accounting, non-profit management or related field. Graduate degree preferred
2. **Experience:** Three (3) years managing and facilitating projects, conducting feasibility/assessment studies and consensus building. Direct experience working with municipalities preferred.

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3. Knowledge, Ability and Skill:

Knowledge: Requires the knowledge to evaluate and/or assess data using established criteria. Requires the mathematical knowledge to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages and may require the knowledge to perform other more advanced mathematical operations. Requires an understanding of project management, local government organization, budget creation and management, and procurement.

Ability: Requires the ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Must be able to assess actual or probable consequences of statements and actions and in identifying and selecting alternatives. Requires the ability to monitor budgets, track projects, draft minutes, draft reports and maintain complex filing system. Must be able to work in a multi-disciplinary environment. Individual must be accountable and highly responsible.

Skills: Requires excellent organizational and administrative skills, written and verbal communications skills. Must be able to exercise judgment and decisiveness. Must be able to work as a team and independently. Must have facility with spreadsheets, relational databases, online survey tools, graphic presentation software, and Microsoft Word and Excel. Must be skilled at interpersonal relations.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee must have the ability to:

- Talk and hear.
- Use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- Operate a phone.
- Use a computer keyboard and view a computer screen, and use other standard office equipment at efficient speed.
- Interact with others.
- Work under typical office conditions.
- Mentally concentrate for prolonged periods.
- Perform functions requiring minimal physical effort under typical office conditions.
- Frequently sit for long periods of time while working.
- Travel to perform field work.
- Operate a motor vehicle.