



## JOB DESCRIPTION

**Title:** Associate Planner  
(Economic Development/Community Planning)

**Status:** Exempt

**General Summary:** Under the supervision of the Executive Director and Senior Planner, will develop plans and facilitate decision making from the regional scale down to the granular, single jurisdiction level. The SWMPC is the economic development district to the federal Economic Development Administration (EDA) for southwest Michigan. Thus, approximately half of the position will be dedicated to regional economic development. The other half of the position is dedicated to community planning (community recreation plans, master plans, etc). Generally, duties include the coordination of programs through communications (steering committee meetings, public meetings, website forum, etc), data gathering (US Census, etc), computer analysis, report preparation, organization and follow-up to meetings.

1. Coordinates program or project activities with local, state, and federal officials, including both oral and written communication and attendance at meetings.
2. Summarizes and interprets federal or state mandates and proposed legislation, and assists in recommending policy.
3. Conducts planning studies including redevelopment, environmental, and transportation reports, special projects, and related work as assigned.
4. Develops plans through analysis of data, identification of goals for communities by leading public input processes, and identifies strategies by which communities can reach their goals and vision.
5. Develops reports and plans, as well as other forms of public information.
6. Responsible for program-related computerized data input, output, and analysis.
7. Organizes and maintains program or project records and equipment.
8. Organizes and conducts meetings, including making arrangements, notification and writing of minutes, as well as makes presentations as necessary.
9. Attends conferences, seminars, association meetings, etc. to further knowledge and abilities.
10. Grant writing and grant administration.
11. Coordinates Geographic Information Systems (GIS) activities within each planning project.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Employment Qualifications:** Possession of a master's degree in planning, landscape

architecture, public administration, or a related field, with demonstrated knowledge of the principles, practices, and procedures of planning and program administration. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform the job, should be considered. Computer skills including standard office suite software packages, digital mapping skills, and web page design and upkeep are considered.

**Salary/Benefits:** \$35,000 annual salary. Full benefits include pension contributions, healthcare coverage (2% employee premium cost share), life insurance, flexibility in weekly/monthly work hours.

**Send Cover Letter and Resume to:**

[swmpc@swmpc.org](mailto:swmpc@swmpc.org)

**Visit our website:**

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