



SOUTHWEST LOUISIANA REGIONAL PLANNING COMMISSION (SWLA-RPC)
Lake Charles, Louisiana

TITLE: Planner I, II, III

SALARY RANGE: Based on Qualifications

DEADLINE FOR SUBMISSION: Open

DESCRIPTION: The duties of Planners I, II, or III will vary depending on qualifications, but may include the following activities:

- Conduct planning studies, such as feasibility studies
- Organize and coordinate aspects of plans and projects
- Create and present progress and performance reports
- Implement strategies and monitor progress
- Analyze data and trends
- Research federal and state legislation and regulations
- Set schedules
- Collaborate with team members and stakeholders
- Develop policies and procedures for implementing plans or programs
- Develop and maintain relationships with stakeholders
- Provide guidance and support to team members
- Participate in technical, policy, and interagency planning meetings
- Review and evaluate planning material for contractual compliance
- Other duties as assigned

QUALIFICATIONS: Must possess a combination of business, leadership, analytical, and communication skills. Bachelor's degree from an accredited four-year college or university with major coursework in community or regional planning, geography, transportation planning, civil engineering, business or public administration, economics, political science, environmental science, or a related field. Two years of previous planning experience is preferred. Knowledge of Microsoft Office software is essential. Ability to work within geographic information systems (ArcView and Arc Info GIS systems) is beneficial.

Interested candidates should submit a cover letter and resume to:

humanresources@planswla.com.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. SWLA-RPC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap.