

## JOB OPENING

Department:	Planning and Development
Position:	Planner I
Qualifications:	BS or BA degree with a major in planning, public administrations, geography, landscape architecture, or equivalent combination of work experience and training
Duties and Responsibilities:	Detailed position description attached
Pay:	\$37,662 to \$41,000 based on qualifications
Benefits:	Health insurance, holidays, paid vacation, life insurance, sick days, personal days, retirement plan

### How to Apply:

Applicants who wish to apply will need to fill out the application for employment found on the Mifflin County webpage, found here:

<http://www.co.mifflin.pa.us/Pages/Job-Opportunities.aspx>

Submit Employment Application, Cover Letter, and Resume to Director Mark Colussy at [mcolussy@mifflinco.org](mailto:mcolussy@mifflinco.org)

## Mifflin County Position Description

**Position Title:** Planner I

**Date:** October 2022

**Department:** Planning & Development

**Reports to:** Grants Administrator  
County Planning Director

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### **Purpose of Position**

The Planner I performs professional work in conducting planning activities and special projects in the planning and development department. Assistance with grant writing and administration is a major activity for this position. Secondary responsibilities include file and data base maintenance, data collection and analysis, word processing, report preparation, data interpretation and presentation. Work performed is under the general supervision of the Grants Administrator and Planning Director.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position and these are not to be construed as exclusive or all-inclusive, as other duties may be required and/or assigned:**

Be able to understand, interpret and implement the County Comprehensive Plan

Act as a liaison between the county, governmental and private agencies, and the public with regard to various community development grant programs

Assist Grant Administrator with various grant programs as assigned and maintain good working relations with state and federal funding agencies

Assist Grant Administrator with grant applications and grant reports following guidelines provided by the funding agencies

Be generally knowledgeable about various grants and other funding sources for county and municipal projects

Collect, organize, and maintain social, economic, and census data for use in various technical studies and reports

Be responsible for independent research and data analysis in connection with planning and grant projects using appropriate research methods

Attend various daytime and evening meetings and conferences as a representative of the county or the Planning Commission

Provide technical assistance to others applying for implementation funds as assigned  
Prepare elements of the comprehensive plan and other planning studies as assigned  
Prepare correspondence with regard to various planning and grant activities  
Prepare public education programs and materials in connection with other planning projects  
React productively to change and handle other essential duties as assigned

### **Specific Requirements**

General knowledge of the principles and practice of community planning and local government administration; ability to maintain effective working relationships with elected and appointed officials, developers, design professionals and the general public; ability to write clear and concise reports and correspondence; ability to organize, supervise, and carry out complex research projects and present the results effectively in oral, written, and graphic form; ability to use a personal computer.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Education - BS or BA Degree with a major in planning, public administration, geography, landscape architecture, or any equivalent combination of experience and training which provides the required skills and abilities

Experience - Planning and grant management experience is desired but not required

### **Minimum Mental and Physical Abilities Required to Perform Essential Job Functions**

Strong working knowledge of office terminology, procedures and equipment, including a personal computer and telephone

Strong knowledge of business arithmetic and English grammar

Ability to understand and follow complex oral and/or written instructions

Must possess a valid driver's license and have a personal vehicle

### **Language Ability and Interpersonal Communication**

Ability to use prescribed formats and conforming to all rules of punctuation, grammar diction and style

Ability to record and deliver information, explain procedures, and follow instructions

Ability to effectively communicate verbally and in writing with general public

Ability to maintain confidentiality in regard to employee and office information and records

Ability to speak and write English effectively

Ability to type from clear copy or rough draft at a reasonable rate of speed

Ability to understand and follow simple oral and/or written instructions

Ability to communicate in an appropriate manner and get along well with others

Ability to understand and follow complex oral and/or written instructions

### **Environmental Adaptability**

Works indoors in adequate work space, lighting, temperatures and ventilation

Normal indoor exposure to noise, disruptions and stress

Normal indoor exposure to dust/dirt

*Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*