

**BLUEGRASS AREA DEVELOPMENT DISTRICT
JOB DESCRIPTION**

Job Title: Regional Planner

Company: Bluegrass Area Development District

Department: Community Planning

Supervisor: Director of Community Planning

Location Address: 699 Perimeter Drive, Lexington, Kentucky 40517

Grade: 7

Minimum Salary (Rate): Based on Qualifications

Part Time _____ Hourly _____ Full Time X Salaried X

The Bluegrass Area Development District, one of fifteen multi-county Area Development Districts (ADD's) in the Commonwealth of Kentucky, is seeking a regional land use planner to assist with planning activities in its seventeen-county district.

GENERAL DUTIES AND RESPONSIBILITIES:

Primary objective of this position:

1. Improve the quality of life for citizens in the district by advancing best practice principles of land use, transportation and economic development planning within the region.
2. The candidate will provide direct support to legislative bodies, planning commissions, metropolitan planning organizations, and adjacent area development districts.

Specific activities include:

1. Interaction with the general public
2. Membership development and facilitation of the region's regional planning council
3. Community visioning and comprehensive planning initiatives
4. Regulatory and legislative text amendments
5. Subdivision plat and development plan review
6. Zone change application administration
7. Special studies and technical reports
8. Socio-economic and transportation research
9. The promotion of inter-jurisdictional collaboration

SKILLS, KNOWLEDGE AND ABILITIES:

1. Basic principles of research methods as applied to the collection, processing and presentation of data
2. Ability to work effectively with committee members, elected officials and the general public
3. Familiarity with basic computer hardware and software such as word processing and spreadsheets and geographic information systems (gis)/global positioning systems (gps)
4. Excellent written and verbal communication skills are essential

EDUCATIONAL REQUIREMENTS NEEDED TO PERFORM THE DUTIES OF THE JOB:

1. Bachelor's degree in planning, public policy or a related field
2. Minimum of two years of professional experience in management or administration in planning or a related field (Master's degree will substitute for one year of the suggested experience)
3. Proven experience with data analysis and GIS software

DEADLINE: Open Until Filled

SUBMIT RESUMES TO: kfry@bgadd.org

EOE

*****BLUEGRASS AREA DEVELOPMENT DISTRICT RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION.*****