

## OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)

**Job Title:** Community & Economic Development Planner II

**Closing Date:** Position will remain open until filled

**Salary:** \$55,000 - \$75,000 (DOQ)

**Location:** Omaha, NE

The Metropolitan Area Planning Agency (MAPA) seeks resumes from qualified planning and community development professionals to provide community and economic development, housing, and planning assistance for MAPA area communities. Specific areas of work include: grant writing and project administration; preparation of comprehensive and strategic plans; drafting land use regulations; and implementing other community and economic development activities. Work is performed under the supervision of the Community and Economic Development Manager.

A successful candidate will be technically competent, highly organized and have strong verbal and written communication skills. The candidate must be self-motivated, able to work and develop skills independently, and possess strong interpersonal skills to interact effectively with multiple organizations.

### **Essential Duties and Responsibilities:**

- Provide community development, economic development, housing and planning assistance for communities in the MAPA region
- Assist in the preparation and administration of Federal and State community development, housing, and transportation assistance programs.
- Employ methods of data collection, data analysis, and preparation of reports on planning and community development projects.
- Use knowledge of principles, practices and techniques of community planning and land use regulations.
- Work with local elected officials, state/federal officials and the public.
- Conduct field evaluations and assessments.
- Provides staff support on various special projects, committees, groups and boards.

### **Requirements Include:**

- Bachelor's Degree in community and regional planning, public administration, urban studies or a relevant degree and one to two years of direct or related planning and community development experience.
- Knowledge of the practical application of the principles, practices and techniques of regional planning and planning research.
- Knowledge of the funding sources, programs and applicable regulations that relate to planning and development.
- Ability to apply techniques of planning research to general and specific planning activities.
- Ability to formulate effective plans and programs in assigned fields and ability to interpret planning requirements, objectives, and recommendations to interested groups and the general public.
- Ability to effectively write professional and technical planning reports and correspondence.
- Ability to coordinate all phases of the planning project with other departments of MAPA, consultants and partners.
- Ability to establish and maintain effective working relationships with elected and appointed officials, public and private agency employees, groups interested in planning, the general public, and other employees.
- Familiarity with planning, community and economic development programs, and project administration is a plus.
- Must have strong organizational skills and the ability to prepare and interpret quantitative data.
- Ability to work independently and with limited supervision, establish priorities, handle multiple tasks, and meet deadlines required.
- Ability to obtain CDBG certification with the states of Nebraska and Iowa when applicable certification trainings are provided.

**Compensation:** The salary ranges from \$55,000 - \$75,000 annually, depending upon qualifications and experience. This is a full time exempt position. MAPA reserves the right to hire at an appropriate level.

**Benefits:** MAPA offers generous employee benefits including but not limited to:

- Major Medical Insurance
- Dental & Vision Insurance
- Flexible Spending Account (FSA)
- Paid Annual Leave and Sick Leave
- Paid Federal Holidays
- Heartland B-Cycle Corporate Membership
- Employer Contributions to Retirement
- Tuition Reimbursement & Professional Development

- Flexible Scheduling

MAPA is the Council of Governments serving a six-county region (Cass, Douglas, Sarpy and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa). MAPA performs work related to planning, community development, and transportation and other issues of regional significance. As a planner at MAPA, this position will have the opportunity to help shape the future by working on core issues that impact the vibrancy of the Omaha-Council Bluffs metro area and its surrounding communities.

MAPA is an Equal Opportunity Employer (EOE). In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. For more information on MAPA see our website [www.mapacog.org](http://www.mapacog.org).

**APPLY NOW**

More details on MAPA can be found at: [mapacog.org](http://mapacog.org)

**If you have any questions please contact:** Christina Brownell | Director of Administration | [Cbrownell@mapacog.org](mailto:Cbrownell@mapacog.org)