

**POSITION DESCRIPTION
PLANNER I/II
MONONGALIA COUNTY PLANNING COMMISSION/MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

Summary of Position:

The position of Planner I is a full-time entry-level professional position shared between the Monongalia County Planning Commission (MCPC) and the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) working under the supervision of the County Director of Planning and the Executive Director of the MMMPO. The Planner I will perform related duties for both the MMMPO and the County Planning Commission. The Planner I will be responsible for front counter duties for both organizations including directing customers to the proper agency, providing them with information on the County's ordinances and application procedures and the MMMPO's activities. Duties also include collecting land use data and other supporting data for both agencies. The Planner I will also develop a newsletter and maintain the agencies websites and social media platforms informing the public of both agencies activities and public involvement opportunities.

Extra consideration (Planner II) will be given to those with experience in project management, grant writing, administration and management.

Background:

Monongalia County is located in north-central West Virginia with a population of approximately 105,000. Morgantown, the county seat, is the educational, medical, cultural and commercial hub of the region. Morgantown is home to West Virginia University, one of the top research universities in the Country, with an enrollment of over 28,000 students. Pittsburgh, PA is a one hour drive to the north and Washington, DC is a four hours drive to the east. Morgantown is consistently rated as one of the top ten small metros in the Country for its quality of life and economic climate.

Duties and Responsibilities:

The Planner I will assist in the operations of the MCPC and the MMMPO:

- Assisting the public with required procedures and forms
- Assisting in plan review
- Update the agencies websites
- Develop a quarterly newsletter highlighting the MMMPO's and MCPC's activities
- Prepare reports, studies, and other information regarding zoning, subdivision ordinance enforcement or transportation issues and topics as assigned by the Directors

Other areas of responsibility will include:

- Assisting in gathering, analyzing and interpreting planning data
- Assisting in preparing reports and/or segments of reports
- Providing Geographic Information Systems (GIS) support, creating maps and providing research and analysis for planning projects and applications
- Other duties, as assigned by the agencies' Directors. This description is intended to provide a general overview of typical duties, as well as the complexity of the work to be performed by this

staff member. It is not intended to be an exhaustive list of duties, responsibilities or specific tasks, and other duties are typically assigned dependent upon the needs of the office.

Additional areas of responsibility may include:

- *Assisting in grant writing, administration and management*
- *Assisting in project management*
- *Accounting and/or performance tracking as part of the management of these activities.*

Required Knowledge and Skills:

- Knowledge of principles and practices of communications and/or public involvement. Land Use Planning and Zoning Administration and/or knowledge of the principals and practice of transportation planning is preferred
- Knowledge of principles and practices of research and data collection
- Effective writing techniques, oral communication and interpersonal skills sufficient to explain rules and procedures clearly to the public and communicate with public officials and professional colleagues
- Knowledge of computer hardware and software programs which will include Microsoft Office, InDesign, web development applications, social media platforms and GIS
- Problem-solving skills to gather relevant information to solve practical problems
- Ability to work on several projects or tasks simultaneously
- Ability to work independently or in a team environment as needed

Minimum Qualifications:

The Planner I position requires at a minimum, graduation from an accredited college with a Bachelor's degree in land use planning, transportation planning, communications or a closely related field.

Salary and Benefits:

This is a professional position with a competitive salary based on qualifications with a full benefits package.

Application:

All interested candidates should submit a cover letter and resume on or before October 10, 2022. Please, no phone calls, email, fax or mail to:

Bill Austin, AICP
Executive Director
Morgantown Monongalia MPO
243 High Street, Room 110
Morgantown, West Virginia 26505

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Telephone: 304 291-9571
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The Monongalia County Planning Commission and the Morgantown Monongalia MPO are Equal Opportunity Employers.