

## **Panhandle Area Development District job description:**

### REGIONAL PLANNER

Panhandle Area Development District (PADD) is a nonprofit regional planning organization that conducts planning, analysis, economic development, grant writing and grant administration aimed at improving both the economic and community quality of life in the Nebraska Panhandle.

The work of the Regional Planner will principally focus on community development planning for counties, communities and entities in the Nebraska Panhandle. The Regional Planner will work collaboratively with governmental, non-profit, private business, and the general public to articulate and help advance citizens' visions for their communities and the region. This position moves between providing assistance for development and implementation of local projects and coordination of regional resources and dialogue.

The Regional Planner is expected to have expertise in community and regional planning. In addition, this position requires quantitative and analytical skills, proven written and oral communications skills, and strong leadership and interpersonal skills to network and build relationships with diverse audiences in the PADD region.

The Regional Planner reports to the Executive Director. The position is full-time and based in Scottsbluff, Nebraska. Along with its sister community, Gering, Scottsbluff is a bustling regional hub located in scenic Western Nebraska, less than 200 miles from both the Black Hills in South Dakota and the Colorado Front Range.

### **The duties of the Regional Planner will include:**

Develop and assist in implementation of comprehensive and strategic plans and programs for development in Panhandle villages, cities, and counties.

- Build positive working relationships among a broad spectrum of community elected, appointed, and citizen leadership across the region.
- Understand community goals and strategies, and collaborate with leaders to proactively utilize implementation tools such as zoning, Tax Increment Financing, nuisance abatement, and community development grants.
- Assist with projects and lead grant administration for EPA Brownfields assessments across the region
- Facilitate the completion and maintenance of the region's Comprehensive Economic Development Strategy (CEDS) document
- Hold public meetings with government officials, lawyers, developers, the public, or special interest groups to formulate, develop, or address issues regarding land use or community plans.

- Educate, inform, and make recommendations to local elected and appointed officials in planning and zoning issues and policy.
- Design, promote, or administer government plans or policies affecting land use, zoning, public utilities, community facilities, housing, or transportation.
- Conduct field investigations, surveys, impact studies, or other research to compile and analyze data on economic, social, regulatory, or physical factors affecting land use.
- Create and prepare graphic and narrative reports on land use data, including land area maps overlaid with geographic variables
- Assess the feasibility of proposals and identify necessary changes.
- Keep informed about economic and legal issues involved in zoning codes, building codes, or environmental regulations.
- Determine the effects of regulatory limitations on projects.

Work with staff in the development of economic plans and grant writing/administration for communities, counties and the Panhandle Region of Nebraska

- Participate in and support team economic development planning efforts.
- Prepare reports, using statistics, charts, and graphs, to illustrate economic development studies.
- Research, compile, analyze and organize information from maps, reports, investigations, and books for use in reports and special projects.
- Respond to public inquiries and complaints.
- Prepare, maintain and update files and records, including land use data and statistics.
- Prepare, develop and maintain maps and databases.

The Regional Planner may also be required to perform other duties as assigned by the Executive Director.

**Necessary qualifications are:**

- A degree in regional and/or community planning or a related field or demonstrated knowledge and experience with planning concepts and practices.
- Excellent written and verbal communication skills, including the ability to convey technical information clearly to non planning-oriented audiences and to engage in the give-and-take of the editing process.
- Familiarity with ArcGIS, proficiency in Microsoft Office and other programs as needed.

- Being able to work both independently and collegially as part of a team and to prioritize and manage multiple tasks.
- The ability and willingness to develop contacts with those outside PADD who can be helpful in furthering the organization's work. Such organization's include Panhandle Public Health District (PPHD), Neb. Department of Economic Development (DED), Panhandle Partnership, local economic development and other community agencies, US Environmental Protection Agency (EPA), Heartland Expressway Association, Neb. Department of Environmental Quality (NDEQ), and the Economic Development Administration (EDA).
- The ability to prioritize competing demands in a changing, fast-paced environment.
- Strong follow-through skills and attention to detail, especially under deadline pressures.
- At least two years of qualitative and quantitative work experience in the planning area preferred.

**Competitive salary and benefits, commensurate with experience and qualifications. Overnight travel may be required and evening hours/meetings will be required.**

The position will remain open until filled.

Please send a resume, cover letter, names and contact information of three references, and salary requirements to:

Bryan Venable  
Executive Director  
Panhandle Area Development District  
[bryanv@nepadd.com](mailto:bryanv@nepadd.com) 308-436-6584  
1620 Broadway Suite A-10  
Scottsbluff, NE 69361

The Panhandle Area Development District is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, and any other classification considered discriminatory under applicable law.