

Planning Technician

Lake of the Ozarks Council of Local Governments is interested in hiring a full time Planning Technician. The Planning Technician will work on a variety of activities assisting both our Executive Director and Regional Planner on projects, including economic development, transportation, land use and environmental projects. Work may include but not limited to assisting in the preparation of regional and local studies, assisting in the administration of project grant funds, and other special projects.

Responsibilities will include but not limited to:

- Data collection and technical assistance, a supporting role to the Executive Director and Regional Planner
- Providing information and educational programs in regard to project specific requirements
- Assisting in the administration of grants, planning documents, research projects and other projects
- Assisting in the coordination of regional programs, including educational workshops
- Compiling information on federal and state funding programs
- Analyzing and organizing data into written reports utilizing computerization techniques, composition and editing skills
- Providing assistance in the updating and computerization of strategic/comprehensive plans
- Researching and updating data and related information both for written reports and electronic media
- Attend meetings, including public meetings in the evening
- Community awareness includes preparing meeting agendas, meeting summaries, newsletters and distribution of materials to increase public awareness of projects
- Maintain files and records in regard to each project, program and study
- Performance of any other tasks assigned

Successful candidates must be able to assist in writing reports associated with all projects, including the capacity to research and develop background information, communicate results, and/or analysis. Candidates must also be able to summarize information, identify key ideas, and propose viable solutions. Strong writing skills are essential.

Knowledge and experience with all Microsoft Office products is required. Knowledge of and or experience with Esri products, including ArcGIS for Desktop and Collector is preferred but not required.

General Information

Please send a letter of interest and resume. Candidates are encouraged to provide a brief technical or analytical writing sample (no more than 3-4 pages) and GIS/graphical sample (no more than 2 pages) with your submission.

Lake of the Ozarks Council of Local Governments

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RE: Planning Technician