**Community Development Planner Summary:** The Community Development Planner will support and coordinate a range of planning and development initiatives, with a focus on implementing local and regional comprehensive plans, engaging with communities, and supporting the administration of multiple grant programs. The ideal candidate will have a background in planning, public administration, or a related field, although candidates with experience in accounting or financial compliance are strongly encouraged to apply. This position involves compliance oversight, grant support, community outreach, and administrative coordination in collaboration with staff, municipalities, and partner agencies. Focus Area: Comprehensive Plan Implementation, Subdivision and Land Development Ordinance Implementation, Community Engagement & grant compliance.

**Key Responsibilities:**

**Comprehensive Plan Implementation**

* Support the execution of adopted local and regional comprehensive plan priorities, including housing, infrastructure, land use, and environmental goals.
* Collaborate with municipal officials and community stakeholders to align projects with planning objectives.
* Organize and facilitate public engagement activities such as workshops, meetings, and surveys.
* Assist with the development and updating of zoning ordinances, land use strategies, and planning studies.
* Monitor progress toward plan goals and prepare reports or updates for elected officials and the public.
* Provide research, data analysis, and technical support to inform policy decisions and planning initiatives.
* Maintain comprehensive plan documentation and share updates via reports and the agency website.

**Grant Program Support**

* Attend construction and project meetings to ensure compliance with grant regulations.
* Environmental Review documents and records.
* Conduct payroll reviews and financial audits to ensure adherence to federal guidelines.
* Assist with grant application preparation, tracking, and reporting.
* Coordinate and post public notices, vet projects for eligibility and compliance, and ensure deadlines are met.
* Maintain accurate and complete records (both digital and physical).
* Prepare financial and programmatic monitoring reports; attend required trainings and workshops.
* Work closely with the Senior Planner to maintain up-to-date contracts, budgets, and compliance documentation.
* Utilize software for project setup, drawdowns, reporting, and performance tracking; ensure all entries comply with grant accounting protocols.

**MCRPC Program Support**

* Create presentations and update web content for meetings and public outreach.
* Attend and document board meetings, including preparation of agendas and minutes.
* Perform general administrative duties such as timesheet and leave tracking, and monitor program supplies, copies, and filing.
* Submit receipts and documentation for company credit card transactions.
* Reporting & Administration
* Report directly to the Senior Planner and/or Executive Director on all project and program statuses.
* Ensure compliance with federal, state, and local regulations in all assigned program areas.
* Maintain detailed financial and narrative documentation for audits and internal use.

**Qualifications:**

* Excellent organizational skills with strong attention to detail.
* Experience in financial tracking, accounting, or compliance reporting is highly desirable.
* Experience with ESRI Geographic Information Systems (GIS) is a plus; responsibilities may be tailored to leverage GIS expertise.
* Proven ability to manage multiple projects simultaneously and meet deadlines.
* Strong written and verbal communication skills for engaging with a diverse range of stakeholders.
* Recommend a bachelor's degree in planning, public administration, accounting, or a closely related field; equivalent experience will be considered.
* Familiarity with comprehensive planning, community development, or local government operations.
* Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint); experience with financial tracking software is a plus.
* Ability to work independently as well as collaboratively within a team environment.
* Possession of a valid driver’s license and ability to travel for site visits, trainings, and public meetings.

**Work Environment:**

* Primarily office-based, with occasional fieldwork and off-site meetings.
* Some evening or weekend hours may be required for community events or project deadlines.