

## **Western Upper Peninsula Planning and Development Region Commission Job Posting: Assistant Regional Planner, Summer 2023**

The Western Upper Peninsula Planning & Development Region Commission (WUPPDR), a multi-jurisdictional regional planning agency located in Michigan's beautiful Western Upper Peninsula, seeks a full-time Assistant Regional Planner (classified as Planner I).

Qualified applicants are asked to submit a **cover letter, resume, and at least three professional references** in one PDF document to [jvuorenmaa@wuppdr.org](mailto:jvuorenmaa@wuppdr.org). Also direct any questions to this address. Please do not make phone calls or office visits regarding this position. The position will remain open until filled.

### **Job Description Summary**

The successful candidate will work under supervision of senior personnel to serve a diverse rural six-county region. The position performs widely varying tasks including but not limited to: project support/management; meeting support; research; data analysis; and writing of plans, reports, and grant proposals. Project areas include but are not limited to: housing; materials/solid waste management; environment; energy; food systems; tourism; transportation; workforce development; economic development; administration of grants for WUPPDR and external recipients; and comprehensive, strategic, and recreation planning.

### **Duties and responsibilities include but are not limited to:**

- Assist local governments in matters pertaining to regional planning and development
- Attend meetings of staff, governing bodies, and other regional stakeholders
- Professionally and articulately communicate with a diverse population
- Assist in facilitating public meetings and workshops
- Prepare plans and reports
- Implement work plans for a variety of projects.

### **Eligibility Requirements:**

- Bachelor's Degree in or related to economic development, planning, urban/regional studies, sociology, public policy, political science, business administration, or communications
- Valid driver's license and reliable access to a personal vehicle.

### **Required Skills/Characteristics:**

- Long-term experience using personal computers

- Strong writing skills
- Ability to manage projects from start to finish (conception, planning, implementation, reporting, and closeout)
- Ability to organize and prioritize multiple assignments in a high-volume work environment that changes from day to day
- Ability to think critically, particularly when interpreting data
- Ability to effectively work on group projects
- Discretion and comfort with public relations
- Sensitivity to political matters

**Desirable Skills/Characteristics:**

- Experience in housing-related planning
- At least one year of relevant experience
- Experience with private/public projects or partnerships
- History of working and/or living in rural areas

**Understanding of or experience with:**

- Statistical research methods
- Project management services/software
- Graphic design
- Microsoft Office apps
- Adobe Creative Cloud apps
- Website content editing and management
- Geographic information systems

**Work Arrangements:** Generally, for at least a 90-day period, work will be performed primarily during daytime weekday hours at the WUPPDR office in Hancock, with some evening work and regional travel required. Thereafter, remote work up to four days per week may be permitted. Exceptions to the 90-day period will be considered for staff who live within the WUPPDR service area beyond a reasonable daily commuting distance from Hancock.

**Status:** The position is salaried and exempt under the Fair Labor Standards Act.

**Term:** The term of the position is indefinite, based primarily on ability to secure additional funding for projects applicable and important to the region.

**Physical Requirements:** The position will typically require grasping, talking, hearing, seeing, and repetitive motions. Reasonable accommodations will be made for persons with disabilities.

**Benefits and Compensation:** Benefits package includes health, dental, vision, life, accidental death & dismemberment, and short-term disability insurance; 13 paid holidays; paid vacation (initially three weeks annually); paid sick leave; and defined contribution and deferred compensation retirement plans through the Municipal Employees Retirement System (MERS) with immediate vesting. Starting salary is \$40,000, with opportunity for advancement.

*To learn more about our agency, visit [www.wupldr.org](http://www.wupldr.org)*