



## CLINTON COUNTY REGIONAL PLANNING COMMISSION

### ASSOCIATE PLANNER (PLANNER II)

#### POINT OF CONTACT

Connor Rigney, Executive Director  
Clinton County Regional Planning Commission  
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Founded in 1970, CCRPC has comprised private citizens and elected officials. The Commission is tasked with preparing plans for long range programming; promoting understanding of and recommending administrative and regulatory measures to implement plans; contracting if needed to facilitate planning activities; reviewing, evaluating and making comments on amendments to the Clinton County Comprehensive Plan and Building and Zoning Code; providing planning assistance to other units of local government; and administering the County Subdivision Regulations.

**Agency:** Clinton County Regional Planning Commission (CCRPC)

**Job Category:** Regional Planning

**Salary Range:** \$50,000 - \$60,000 (Negotiable, Depending on Qualifications) along with an outstanding benefits package.

**Education:** Bachelor's Degree in Urban Planning or related field. Master's Degree in Urban Planning or related field preferred.

**AICP:** Desirable

**Experience Desired:** 1-3 years

#### JOB DESCRIPTION

The Associate Planner plays a vital role in providing staff support and advice to the communities and governments within the county. They are a key contributor to the implementation of the RPC's mission. An ideal Associate Planner will possess comprehensive knowledge of modern planning concepts and principles. They will also have a comprehensive understanding of and passion for local government policymaking in Ohio.

The Associate Planner will also:

- Report to the Executive Director.
- Serve county, city, and village governments.
- Interpret and apply applicable state, county, and local codes, ordinances, and regulations.
- Assist in the development and management of the Clinton County comprehensive plan, subdivision regulations, zoning regulations, open space and recreation plans, housing plans, and other planning initiatives led by the RPC.
- Assist the office coordinator and Executive Director with preparing the Planning Commission agenda, technical reports, plans, and studies and coordinating with all agencies involved with the site development.
- Have familiarity with various grant opportunities and possess grant writing skills.
- Assist with advising applicants on development proposals.
- Assist with the administration of the Clinton County Land Reutilization Corporation (Land Bank).
- Serve on various committees and attend meetings representing the RPC.

#### **PREFERRED SKILLSET:**

- ArcGIS, Adobe Creative Suite, MS Office, and other software as necessary.
- Oral communication, public speaking, and interpersonal skills to present to various boards and committees.
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems.
- Group facilitation skills for use with community workshops.
- Ability to attend evening meetings on a regular basis.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.

#### **HOW TO APPLY**

Applications will be accepted until the position is filled. Please email as separate PDFs: a cover letter, resume, and three (3) references with emails and phone numbers to [crigney@clintoncountyrpc.org](mailto:crigney@clintoncountyrpc.org) with the subject line "CCRPC ASSOCIATE PLANNER."

The Executive Committee of the Regional Planning Commission reserves the right to change its timetable and parameters, reconsider candidates, and reopen ads for the position until the position is filled.

The Clinton County Regional Planning Commission is an equal opportunity employer. A background check, pre-employment drug screen, and proof of eligibility to work in the United States prior to employment will be required.