



Planner Position Description

Position Title:	Planner
Department:	Planning
Reports to:	Sr Director of Construction and Planning
Salary Range:	Depending on experience
FLSA Status:	Exempt

Overview:

The Planner position assists with short and long range planning activities for The Research Triangle Park and supporting real estate transactions. The position also collects, analyzes, and reports on data of various types, including but not limited to: land use, GIS, market, and company data.

Duties and Responsibilities

- Oversee, manage and lead implementation of deliverables associated with Travel Demand Management (TDM) grant funds with assistance from other RTF team members when needed/appropriate. Lead annual application submission for future year grant funds and oversee submission of quarterly reports with RTF finance team. Attend TDM partner meetings;
- Provide support for efforts relating to the implementation of the RTP Master Plan, including the design and development of HUB RTP;
- Manage various design, construction and maintenance projects in RTP relating to recreation amenities, signage, landscaping, utilities, and other infrastructure;
- Engage in short- and long-range planning initiatives for RTP;
- In conjunction with Programs staff, plan and conduct initiatives related to transportation, infrastructure and recreation in RTP;
- Represent RTP at meetings for regional planning, transportation, and economic development initiatives (including MPO technical committees, county transit plan committees, etc). This may occasionally involve evening meetings;
- Represent RTP and its companies on regional mobility working groups and committees to enhance and support shared mobility services in RTP;
- Assist in annual budget planning for the Durham-Wake Counties Research and Production Service District;
- Administer the activities of the RTP Board of Design and assist applicants in coordinating project submittal and review;
- Provide staff support for the RTP Owners & Tenants Association and its subcommittees;
- Prepare and update maps pertaining to RTP and the Research Triangle region;



- Prepare and update presentations, site sheets and other materials that provide key information used to promote RTP;
- Assist staff with land sale and leasing activity including responses to prospect RFI's, coordination of surveys and other site studies;
- Conduct research and maintain datasets relating to companies, sites, and investments in the Park, including spatial data;
- Be familiar with the zoning regulations for RTP in Durham and Wake Counties and monitor proposed changes in regulations which might impact RTP;
- Help develop other collateral, reports, correspondence, and written materials for project needs;
- Maintain and manage archived documents for the Research Triangle Foundation;
- Perform other duties as assigned or required;

A bachelor's degree or successful prior work experience in Planning, Public Administration or a similar field is desired. The individual should enjoy working collaboratively, but should also be comfortable working independently to prepare presentations, compile and procure land planning documents (plans, surveys, studies, etc.), and effectively manage third-party consultants to procure documents to support transactions and entitlements. The successful candidate will need to prepare and give presentations, seek and administer the application process for grants, and loans to support initiatives within RTP.

Organizational Relationships:

Reports directly to the Senior Director of Construction and Planning.

Required Qualifications

- Bachelors in City and Regional Planning preferred.
- Knowledge of basic land use and transportation planning concepts
- Knowledge of GIS and spatial analysis concepts
- Strong writing and verbal skills
- Web and social media skills
- Database and data management skills
- Detail- and results-oriented
- Must be able to work independently and as part of a committed team
- Strong proficiency in core Microsoft Office Suite (Word, Excel, Access, PowerPoint, etc.)
- Strong proficiency in ArcGIS
- Familiarity with Adobe Creative Suite

Physical Demands



- Ability to communicate orally with customers, vendors, management and other co-workers; regular use of the telephone and e-mail for communication is essential
- Sitting for extended periods is common; hearing, vision and speaking within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents
- Standing and walking for reasonable periods of time, and over uneven terrain, may be necessary when gathering data in the field
- Good manual dexterity for the use of common office equipment, such as computer terminals, calculator, copiers and fax machines

Work Environment

The job is performed indoors in a traditional office setting. Activities include extended periods of sitting, occasional fast paced events and extensive work at a computer monitor.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The Research Triangle Foundation does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service, or other non-merit factor.

Please send resumes to humanresources@rtp.org