



Planner Job Description

Position Title:	Planner
Department:	Planning
Reports to:	Sr Director of Planning
Salary Range:	\$70,000 - \$80,000
FLSA Status:	Exempt

Overview:

The Planner position is a dynamic role touching a full range of topical areas related to city and regional planning, including economic development, transportation, land use, real estate development, sustainable development, and housing. This position also manages a range of projects, including capital projects such as greenways and other transportation improvements, and projects related to RTP's parks and recreation areas. The position is also responsible for collecting, managing, analyzing, and reporting on data of various types, including but not limited to: GIS data, economic development indicators, transportation assets, land use regulations, market data, and company/employment data.

Duties and Responsibilities

- Engage in, support, and manage short- and long-range planning initiatives for RTP;
- Manage various design, construction, and maintenance projects in RTP relating to recreation amenities, signage, landscaping, utilities, and other infrastructure;
- Provide support for efforts relating to the implementation of a future planning vision and development framework for RTP;
- Collect, manage, analyze, and report on key economic development indicators for RTP, including number of jobs, types of jobs, job salaries, and other appropriate data and indicators;
- 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;
- Assist in annual budget planning for RTP's special tax district (the Durham-Wake Counties Research and Production Service District);
- Assist in the management of 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 and other materials that provide key information used to promote RTP;
- Assist staff with land sale and leasing activity including responses to prospect RFIs, 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; and
- 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, manage, and analyze a range of data; and effectively manage third-party consultants. The successful candidate will need to prepare and give presentations, effectively analyze data and communicate its meaning, and be comfortable working in a fast-paced, dynamic atmosphere on a range of planning, planning-adjacent, and unique topical areas applicable to RTP's unique status and governance structure.

Organizational Relationships:

Reports directly to the Senior Director of Planning.

Required Qualifications

- Bachelor's in City and Regional Planning or a related field; a Master's degree in Planning, Public Administration, or a related field is preferred.
- Knowledge of economic development concepts
- Knowledge of basic land use and transportation planning concepts
- Knowledge of GIS and spatial analysis concepts
- Strong writing and verbal skills
- Strong data analysis 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 (Outlook, Word, Excel, PowerPoint, etc.)
- Strong proficiency in ArcGIS

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 crayton@rtp.org