

Louisiana Job Order Print Document

Job Information:

Job Order: **652150**

Print Date: **11/16/2016 11:02:14 AM**

Job Title: **Community Planner**

Type of Job: **Temporary**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category:

Green Job: **No**

Job Created from ARRA (Stimulus): **No**

Employer Name: **Federal Emergency Management Agency**

Job Duties and Skills:

Description:

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Community Planner - NDRS/FDRC

Duties & Responsibilities:

The Community Planner will work to support and build the recovery capacity and/or community planning activities of state, territorial, local communities and other partners. Duties and responsibilities include:

- 1. Knowledge of state and local planning laws and ordinances including local permitting, community development financing, zoning, and/or regulatory processes;**
- 2. Ability to identify and gather information on local capacity, impacts, challenges, and needs;**
- 3. Ability to use collected information to assist in development of recovery strategies;**
- 4. Experience assisting with community planning processes including meeting facilitation, conflict resolution and negotiation skills and supervisory experience;**
- 5. Ability to create and support presentation of complex recovery planning information to a variety of stakeholders;**
- 6. Ability to work with diverse groups of stakeholders and assist in the development of partnerships among stakeholders;**
- 7. Ability to coordinate integration of hazard mitigation and sustainability principles into community-wide recovery planning efforts;**

Skills Needed (e.g. Degrees, certification, software, etc.): **No**

Special Skills: **Relevant Experience Required:**

The candidate must possess a minimum of a Bachelor's Degree in Public Administration, Economic Development, Urban Planning, Economics, or closely related field, and have two or more years of related experience. An equivalent combination of education and related experience may be considered.

Knowledge, Skills & Abilities:

Physical: Ability to work long hours perhaps in excess of a typical 40 hour work week. May be required to attend meetings in locations outside of the JFO.

Administrative: Ability to be punctual, prioritize work load and meet deadlines.

Computer: The candidate should have intermediate, or preferably an advanced working knowledge of Microsoft Office Suite programs including, but not limited to: Excel, Word, PowerPoint, and Outlook.

Experience and knowledge of SharePoint and/or the Adobe CS3 Suite, or other similar design tool, is helpful, but not required.

Technical: The ability to read, write and think critically. The ability to learn and be open to new and perhaps conflicting ideas and input. The ability to synthesize information and support complex problem solutions.

Organizational: Must have excellent organizational skills and be able to prioritize and manage tasks.
Interpersonal/Communication: Must be able to communicate effectively, both verbally and in writing, and protect confidential and sensitive information. The candidate should possess professional and personal office etiquette and have the ability to interact with government agency staff and community leaders.
Licenses/Certifications: American Institute of Certified Planners (AICP), or similar professional designation strongly desired.

Job Requirements:

Min. Age: **18**

Months of Experience: **24**

Education Level: **Bachelor's Degree**

Near Public Transportation: **Yes**

Requires a Drivers License: **No**

Drivers License Certification:

Drivers License Endorsements:

Hiring Requirements: **Background Checks, Credit Checks**

Hiring Requirements Other:

Required Tests: **No test required**

Brief Description of Testing: **NA**

Compensation and Hours:

Minimum Salary: **28.00 Hour**

Maximum Salary: **28.00 Hour**

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Types of Compensation:

Hours per Week: **Hours are Specific**

Shift: **Day Shift**

Benefits: **Medical, Holidays, Sick Leave**

Description of other Benefits: • **Health insurance for individual or family coverage** • **Ability to earn 4 hours of paid Sick Leave per pay period**• **Holiday pay** • **Worker's Compensation**

Occupational Code: **19305100 Urban and Regional Planners**

Industry Code: **624230 - Emergency and Other Relief Services**