



Southwest Georgia  
Regional Commission

**JOB TITLE: Planning Assistant**

**Reports To: Director of Planning**  
**Non-Exempt**

**Department: Planning**  
**Assistant March 24, 2021**

**SUMMARY:**

The **Planning Assistant** provides a broad range of planning and administrative support for the Southwest Georgia Regional Commission's Planning Staff. The position will work closely with the Planning Department on various planning activities. The Planning Assistant will often work closely with the public to provide customer service on planning issues and be asked to perform professional level duties of complexity. The position receives a considerable amount of immediate supervision from senior planning staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Reviews or assists in developing planning studies and reports in support of new and updated plans, programs, and regulations
- Reviews or assists in the review of moderately complex development proposals and plans
- Collects a variety of statistical data and prepare reports on various planning topics/projects
- Evaluates or assists in the evaluation of planning projects
- Acts as liaison between planning staff and community groups, government agencies, developers, and elected officials as needed
- Provides information to the public regarding and planning project
- Assists in resolving citizen and customer issues
- Conducts field evaluations and assessments
- Attends meetings as directed, Compiles Data, Makes Copies, Files Information
- Performs other duties as necessary or assigned

**SUPERVISORY RESPONSIBILITIES:** No supervisory responsibility

**QUALIFICATIONS:** To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** A Bachelor's degree in Urban Planning, Public Policy, or related area of study is desired but not required. Experience in a related field may be substituted for formal education.

**LANGUAGE SKILLS:** Ability to read and interpret documents. Ability to write routine reports and correspondence. Requires knowledge of effective writing techniques.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide into all measure units, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.

**COMPUTER SKILLS:** To perform this job successfully, an individual should know spreadsheet software, contact management software, database software, and word processing software which may include Microsoft Office and Internet applications. Able to create visual communications to convey messages effectively and aesthetically, including design web pages, brochures, plans, annual reports, and other communication material.

**PLANNING KNOWLEDGE/SKILLS:** Knowledge of the principles and practices of planning is desired. Knowledge of a relevant specialization such as transportation, land use, or affordable housing is preferred. Knowledge of principles and practices of research and data collection. Ability to review plans and apply the ordinances and codes' provisions to determine compliance with such regulations and apply regulations to field conditions. Ability to create graphic designs, develop strategies, and render site plans via sketches and/or computer graphics highly desirable.

**OTHER KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to establish and maintain effective working relationships with other employees and the general public, exceptional customer service skills, ability to handle confidential information professionally, and have a professional appearance, pleasant and professional phone voice and articulation. Must be able to handle difficult situations such as customer complaints. Be able to handle several tasks at once with poise and confidence. Able to follow instructions and complete assignments on time. Able to work independently and as a member of a team. Must have excellent oral, organizational, and interpersonal skills, including the ability to resolve disputes, observe confidentiality, and the ability to explain rules and procedures to the public. Ability to meet deadlines; accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions; attend to details while keeping big-picture goals in mind.

**PHYSICAL DEMANDS:** The physical demands described here represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions—mild physical requirements (ex: lifting of files).

**WORK ENVIRONMENT:** The work environment characteristics described here represent those employee encounters while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ambient lighting, room temperatures, and traditional office equipment as found in a typical office environment.

This is a full-time position, salary is based on qualifications and experience. Employer offers excellent benefit package. Please submit your resume to Barbara Reddick, Deputy Director at [breddick@swgrc.org](mailto:breddick@swgrc.org). No phone calls, please.