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Employment Opportunity Announcement

*The North Central Florida Regional Planning Council, a governmental entity,
announces the following job opportunity.*

Associate Planner (Local Emergency Planning Committee Planner)

Minimum Qualifications:

Graduation from an accredited four-year college or university, with a master's degree in urban and city or regional planning, landscape or closely related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Education, training and/or professional experience in emergency management, public administration, public safety or a closely related field preferred.

General Description of Position:

This employee performs professional field and office investigative work pertaining to planning problems and does related work. This employee performs moderately difficult planning work involving knowledge of the principles and practices of the physical, social and economic concepts underlying planning as they apply to situations. An employee in this class receives general supervision and performs duties in accordance with established procedures and policies.

This employee works under supervision with occasional primary responsibility for preparing studies; preparing communication materials, such as newsletters, annual reports and press releases; attending meetings of appropriate committees, boards and commissions; prepare memoranda and correspondence pertaining to aspects of Council activity; keeping records and making periodic and special reports; and performing related work and other duties as assigned, including attending meetings at night when necessary.

This position is responsible for all aspects of implementing the federal Emergency Planning and Community Right-to-Know Act for 12 counties in the north central Florida region by providing staff support for the North Central Florida Local Emergency Planning Committee, including preparation of agendas, attendance at meetings and preparation of meeting minutes; reviewing and maintaining Committee membership; performing hazard analyses on chemical facilities; performing site visits to small quantity hazardous waste generating facilities; annually updating regional emergency plan; scheduling and coordinating transportation-related hazardous materials training; planning and conducting hazardous materials and emergency response exercises; and coordinating public outreach events. Homeland Security Exercise and Evaluation Program certification preferred.

General Knowledge, Skills and Abilities:

Skills include excellent analytical, oral and written skills, including public speaking. Abilities include completing assignments both independently and as part of a team.

Starting salary: \$51,500

Email resume to Scott Koons, AICP, Executive Director, at koons@ncfrpc.org by August 1, 2022.

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Dedicated to improving the quality of life of the Region's citizens,
by enhancing public safety, protecting regional resources,
promoting economic development and providing technical services to local governments.