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## **Employment Opportunity Announcement**

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

### **Principal Planner (Disaster Economic Recovery 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, and two years of experience in the field of planning; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Education, training and/or professional experience in economic development 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 primary responsibility for preparing studies; preparing communication materials, such as newsletters, annual reports and press releases; attending meetings of appropriate committees, boards and commissions; preparing 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 Coronavirus Aid, Relief and Economic Security Act economic disaster recovery activities; performing short-term and long-term economic development planning and coordination to develop a disaster recovery and resiliency economic development plan, focused on pandemic recovery and resiliency; serving as a liaison in identifying potential resiliency, mitigation and economic recovery projects in the disaster-impacted areas; and providing technical assistance and enhancing capacity building for local governments, local businesses and other local stakeholders impacted by the coronavirus pandemic across the 12-county north central Florida region.

#### **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: \$58,500

Email resume to Scott Koons, AICP, Executive Director, at [koons@ncfrpc.org](mailto:koons@ncfrpc.org) by June 1, 2021.

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