



West Alabama Regional Commission

Post Office Box 509 • 4200 Highway 69 North, Suite 1
Northport, Alabama 35476-0509

Telephone (205) 333-2990 • Fax (205) 333-2713
www.warc.info

Community and Economic Development Planner needed:

West Alabama Regional Commission is seeking an entry-level Planner. This position will primarily assist with various projects on behalf of municipalities and counties in the seven-county region of Bibb, Fayette, Greene, Hale, Lamar, Pickens and Tuscaloosa.

Collaborating with WARC CED staff, the Planner assists in assessing community needs, develops infrastructure and community development projects, and assists in writing grant applications and administering funded projects. Other responsibilities include assisting with planning projects and presentations, basic GIS data entry, analysis and map preparation; and other duties as assigned.

Eligible applicants must have:

- Bachelor's degree in Planning, Geography, Public Administration, or related field is required, prior related work experience is helpful
- Ability to use computers and be proficient with Microsoft Office (Word, Excel, etc.) and social media tools (Facebook, LinkedIn, Twitter, etc.)
- Knowledge of GIS/ESRI software including ArcMap, ArcPro and Arc GIS Online
- Excellent written, verbal and analytical skills, including project budgeting
- Ability to read and comprehend instructional materials; complete forms and prepare documents accurately
- Self-and mission motivated, detail and process oriented
- Possess a valid State of Alabama driver's license and operate a motor vehicle
- Maintain regular and predictable attendance
- Willingness/ability to attend evening and before or after-hours meetings of city/county officials and other public groups

Cover letter and references are required – please include a list of three professional references.

Send cover letter, resume and references to:

Michelle.carter@westal.org

Cory.johnson@westal.org

This is a full-time, non-exempt position. Starting pay is \$20.52 per hour, negotiable based on experience.

Resumes will be accepted until position is filled. NO PHONE CALLS PLEASE.

West Alabama Regional Commission is an Equal Opportunity Employer.