

## Champaign County Regional Planning Commission

### Position Description

Position: Local Government Specialist  
Reports to: Director of Planning and Community Development  
FLSA Status: Exempt

#### Position Purpose:

This position will communicate the Division's planning, transportation engineering and GIS capabilities to communities and other organizations in a six-county area with the goal of developing working relationships and increasing technical services contracts for the Division. Additional responsibilities include funding sources research, grant application writing, proposal writing, and creating/disseminating marketing materials. Evening meetings and some travel will be required.

#### Dimensions:

The Local Government Specialist will serve a division of approximately \_\_\_ staff, multiple programs and services with a total budget of \_\_\_\_\_. This position will have significant impact on division performance.

#### Principal Accountabilities:

- Communicate the Division's planning, transportation engineering and GIS capabilities to communities and other organizations in a six-county area;
- Develop working relationships within six-county area and increase technical services contracts for the Division;
- Research funding sources;
- Write grant applications for the Division;
- Create and disseminate marketing materials.

#### Required Knowledge and Skills:

- Bachelor's degree in a related field plus two years related work experience.
- Excellent interpersonal skills.
- Strong written and verbal communication skills.
- Experience with Microsoft Office Suite, Adobe InDesign, Photoshop and Illustrator.
- Ability to attend evening meetings and travel throughout a six-county area.