



Economic Development Planner I

General Duties:

The Champaign County Regional Planning Commission Economic Development Planner I will work on a wide variety of projects in a five-county area, with a particular focus on data analysis and reporting related to job creation, and workforce issues. The Planner will assist in evaluating and improving the WIOA Regional Plan including policies and programs to encourage job growth and regional workforce development and business enterprise collaboration. The Planner will work closely with state agencies, local officials, community groups, businesses, and institutions.

Specific Duties and Responsibilities:

- Help counties and communities to develop plans and programs to achieve sustainable and equitable economic development
- Collect, analyze, and interpret workforce, economic and demographic data
- Conduct market and feasibility analyses to understand the potential for new commercial, industrial, retail, residential, and mixed-use development, especially in smart growth or transit-oriented locations, and build the capacity of local stakeholders to pursue opportunities for sustainable and equitable economic development
- Help RPC to fulfill its role as the federally-designated The Workforce Innovation and Opportunity Act (WIOA) for Champaign, Iroquois, Ford, Piatt and Douglas counties by assisting in the development and implementation of the WIOA Regional Plan, and helping counties and municipalities design projects and programs that may be funded under the WIOA Plan
- Create strategies to help businesses and local governments promote economic development consistent with the WIOA Regional Plan
- Support municipal and regional strategies to advance workforce development goals, with a focus on small business issues, quality employment, living wage career pathways, entrepreneurship, and wealth creation tools for lower-income individuals
- Assist in developing and implementing interdisciplinary projects to advance equitable economic development, through partnerships with other agencies as well as state agencies and external advocates and stakeholders
- Draft planning documents as products of the foregoing activities, collect feedback, and finalize documents for public release
- Conduct other planning activities as assigned to implement our current WIOA Regional Plan
- Attend evening meetings and occasional weekend meetings as required for the program

Required Knowledge, Skills, Characteristics and Abilities:

1776 E. Washington St, Urbana, IL 61802

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- Bachelor's degree with a major in planning, public policy/administration, economic development, or a closely related field and at least 3 years of relevant job experience; or a Master's degree in one of these fields plus at least 1 year of relevant professional experience
- Demonstrated ability to work effectively with community groups, government officials, and other key stakeholders, especially local elected and appointed officials
- Experience providing professional planning and/or economic development assistance to local governments
- Familiarity with key economic development laws, regulations, programs, and tools of federal, state and/or local government
- Strong data management and analysis and statistical analysis skills, research, writing, and communication skills, including ability to interpret data and to use GIS effectively
- Knowledge and understanding of workforce development strategies, with a particular emphasis on lower-income individuals; (experience with specific strategies to build small businesses or to encourage entrepreneurship, living wages, quality employment, and wealth creation is also a plus)

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work collaboratively in an interdisciplinary setting with colleagues as well as external partners
- Strong skills and abilities in public process, facilitation, and collaboration

Competencies:

- Project Management
- Problem Solving/Analysis
- Communication Proficiency
- Decision Making
- Time Management

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work
- Evening and weekend availability is required as needs of the program dictate.
- Travel to meetings as needs of the program dictate



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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