



Cindy Frakes, Chair
J. D. Smith, Vice-Chair

Terry A. Joseph, Executive Director

Employment Opportunity Announcement

West Florida Regional Planning Council, a governmental body serving Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton and Washington Counties, announces the following job opportunity:

Regional Planner II or III – Transportation Planner Panama City Office Location

Minimum Qualifications: A Bachelors Degree in Planning, Finance, Business Management, or a related discipline is required. Classification within the position is based on appropriate work experience. A Master's Degree may substitute for one-year of experience. Regional Planner II requires a minimum of three years of appropriate work experience and increased responsibility; Regional Planner III requires a minimum of five years of appropriate work experience and increased responsibility.

This position requires strong analytical skills and expertise with spreadsheets, accounting, purchasing and negotiating; as well as the ability to write clearly and concisely, grasp concepts, and think creatively about how to apply a particular project to the local area and its current problems and challenges. This position requires the ability to use a personal computer, word processing, spreadsheet, data base and other programs at a high level of expertise. The ability to meet tight deadlines, document and monitor project progress, as well as the ability to solve problems and recognize opportunities is a must. This position requires highly accomplished skills in interpersonal relations and team building and the ability to perform professional level duties either as a member of a project team or in completing individual assignments. The ability to analyze large amounts of data and meet deadlines under pressure is a must. This position demands excellent analytical, oral and written skills and calls for a person who is able to represent the agency before governmental and public groups. A valid driver's license and a reliable means of transportation are required.

Preferred Qualifications: A working knowledge of Federal Transit Administration and Florida Department of Transportation grant requirements is preferred.

General Description of Position: Primary focus will be public transportation in Bay County, particularly developing procedures, auditing and documenting compliance. Work is accomplished in a professional, team environment where expertise and projects are shared. The planner will develop and maintain expertise and be the primary contact for all public transportation funding, purchasing, operating costs, performance data, plans, reports, record-keeping, grant applications and purchases. The planner will be responsible for generating, analyzing and presenting data related to finances, grant, funding, operating cost and operating revenue.

Hours and Benefits: This is a full time position with benefits. Travel is required, primarily within the West Florida region. Mileage is reimbursed at .445 cents per mile.

Salary Range: \$35,000 - \$51,000 depending on qualifications and experience.

Deadline for Submitting Resume Documentation: Position open until filled.

Where to Send Resume & Application: Mail to: West Florida Regional Planning Council, ATTN: HR, P.O. Box 11399, Pensacola, FL 32524-1399

Hand delivery may be made to: 4081 East Olive Road, Suite A, Pensacola, FL 32514

Preferred method of delivery- Email to: hr@wfrpc.org Or, fax to: 850-637-1932

Cover Letter, Resume and Application are all required in order to be considered for the position. Applications may be obtained on our website at www.wfrpc.org.

West Florida Regional Planning Council is an Equal Opportunity Employer and does not discriminate against any person because of race, color, national origin, religion, sex, age or disability.

Posted on: 8/9/10

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