



EAST CENTRAL IOWA
COUNCIL OF GOVERNMENTS
YOUR REGIONAL PLANNING AGENCY

Planner – Environmental Specialist

Position Introduction

The Planner/Environmental Specialist reduces waste in our landfills by managing the Iowa Waste Exchange program for Region 4. This position also works on a variety of environmental plans and grants to improve water quality, reduce waste, and reduce greenhouse gas emissions. This position reports to the Environmental Services Director. Successful candidates will model ECICOG's core values of service, flexibility, teamwork, "can-do" spirit, and love for our communities and region.

Responsibilities

1. Serves as Region 4 Coordinator for Iowa Waste Exchange Program for approximately 50% of time:

- Shares information about programs, including meeting presentations.
- Conducts outreach with high potential waste generators.
- Conducts waste audits for local business, non-profits, and schools.
- Facilitates reuse by matching excess waste with potential users.
- Reports on program metrics and shares program successes.

2. Spends approximately 50% of time on one or more following activities depending on department needs:

- Write and administer federal, state, and private grants.
 - Writes grant narratives and prepares grant packages.
 - Conducts environmental and historical clearances to submit to funding entity.
 - Conducts Davis-Bacon wage compliance checks.
 - Tracks grant progress and submit progress reports and requests for reimbursement.
 - Maintains grant records.
- Assists with climate pollution and hazard mitigation plans.
 - Gathers data and stakeholder input. Facilitates public engagement processes.
 - Analyzes data and current conditions and projects future needs.
 - Identifies actionable steps and resources that could be used to address needs.
 - Drafts reports and related charts, maps, or graphics.
 - Reviews work with relevant stakeholders and modifies content based on feedback.
- Supports watershed and solid waste management organizations.
 - Prepares meeting agendas and materials.
 - Takes minutes and coordinates follow up actions.
- Coordinates special projects.
 - Sets goals based on stakeholder input.
 - Develops timelines for deliverables.

- Leads communication efforts.
- Coordinates related meetings.
- Reports on progress and makes adjustments to ensure project success.

3. Supports ECICOG’s reputation as a regional leader.

- Works to continuously improve ECICOG’s reputation, services, and deliverables. Understands that doing relevant, high-quality work and generating revenue are both important to sustaining the organization.
- Stays current on planning and environmental issues/trends. Looks for opportunities to broaden skill set.
- Shares technical expertise with other team members within organization.

4. Completes other duties as assigned by the Environmental Services Director or Senior Planner.

Supports other departments as needed based on workload or expertise.

Example Projects in Addition to Iowa Waste Exchange Program	
<ul style="list-style-type: none"> ● Write and manage CBDG grant for rural community for wastewater system improvements. ● Coordinate public input process and support Hazard Mitigation Plan development. ● Analyze data and greenhouse gas measurement for climate pollution reduction plan. 	<ul style="list-style-type: none"> ● Write DNR REAP grant for new community trail. ● Assist with watershed management organization meetings and projects. ● Write and manage property buyout grants for flood impacted properties. ● Support development of youth summer reading program for solid waste agencies.

Knowledge and Skills

- Knowledge of the philosophies, principles, practices, and techniques of planning.
- Knowledge of principles, methodology, practices of research and data collection.
- Excellent written and oral communication skills. Able to translate complex information into a format readily understood by the public.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers.
- Creative problem-solving skills to gather relevant information to solve less well- defined planning problems.
- Ability to work on several projects or issues simultaneously.
- Ability to manage projects efficiently and effectively, with strong attention to detail.
- Knowledge of computer hardware and software programs, which includes Microsoft Office suite and Geographic Information Systems (GIS).
- Work may require evening or weekend meetings.

Minimum Qualifications

The ideal candidate will have a master's degree in planning or related field; however, we encourage individuals with different education and experience backgrounds to apply. Success in the position will require strong written and verbal communication skills; comfort interacting with businesses, elected officials and members of the community; flexibility; attention to detail; the ability to manage several projects simultaneously; and the motivation to complete projects and achieve IWE metrics with limited oversight. This position may be filled as a Planner I or Planner II depending on experience.