

Examples of Community Planner Duties:

- › Assist with administration and implementation of contracts and grants between the NEGRC and federal and state entities, including the Georgia Departments of Community Affairs (DCA) and Transportation (GDOT).
- › Assist in administering community development and planning programs and services to local governments and stakeholder groups.
- › Assist in preparing regional and local comprehensive plans, specialized plans, and studies.
- › Assist with facilitation and administration of stakeholder groups involved in economic development, strategic planning, local-government retreats, and related efforts (ex. Georgia Main Street managers, Georgia Initiative for Community Housing, and the Northeast Georgia Regional Solid Waste Management Authority).
- › Assist local government staff and officials in developing state and/or federal grant applications (including guidance for procurement requirements); provide grant administration assistance for funded projects.
- › Prepare public communications and distribute to local governments, stakeholder groups, and the public through electronic, voice, and written means.
- › Respond to questions and conduct follow-up research on state and federal programs.
- › Assist local governments with Policy Analysis.
- › Attend workshops and trainings for professional development.
- › Prepare written and graphic materials for meetings, presentations, and publications.
- › Perform related duties as required.