



Serving local governments in Muscatine and Scott Counties, Iowa;  
Henry, Mercer, and Rock Island Counties, Illinois

January 11, 2023

To Whom It May Concern:

Bi-State Regional Commission is recruiting for a Planner position. Following is a brief description detailing qualifications for this position:

**PLANNER**

Starting salary \$3,672.00/mo. or higher DOQ. Responsibilities include: Participate in a variety of planning efforts with focus on data analysis for economic development and community planning, CDBG Grant applications and administration, grant writing, regulatory monitoring, and other regional planning needs. Knowledge of applicable laws related to these program areas. Present results in written reports, plans and presentations. Use variety of data sources/tools including Census, IMPLAN, Tableau, Data Axel, ESRI Community Analysis, etc. to facilitate data analysis to integrate into planning process. Ability to independently evaluate, select and apply standards/techniques, procedures and criteria, using critical thinking and effective problem-solving. Prepare and disseminate information in suitable format—memos, letters, agenda, minutes, technical and statistical reports/documents, e-mails, telephone - through extensive interaction with internal and external contacts. Successful candidate will possess strong organizational, planning, verbal and written communication, project and data management, analytical and problem-solving skills. Computer skills required – MS Office Suite with spreadsheet proficiency. GIS and database analysis, a plus. One to three years experience with city/regional planning and analysis, research and reporting, transportation planning, grant writing/ administration and knowledge of state and federal fiscal reporting is preferred. Minimum BA/BS in Urban or Regional Planning, Public Administration, Geography, Political Science, or Economics required, or similar degree. Benefits include: 3 weeks paid vacation first year, 12 days of sick per year, 11 paid holidays; ability to flex 40 hours/week over seven days and 80 hours; short and long term disability; employer pays approximately 85% of health premium; continuing education reimbursement of 50%; and assistance with moving costs. Region’s cost of living is below the national average.

**EQUAL OPPORTUNITY EMPLOYER**

For more information about Bi-State Regional Commission, check us out at:

<http://www.bistateonline.org>

Send detailed resume to:

Attn: Human Resources, Bi-State Regional Commission, 1504 Third Avenue, Rock Island, Illinois 61201 OR email to [jhenderson@bistateonline.org](mailto:jhenderson@bistateonline.org)

Deadline: Open Until Filled

If you have any questions or need further information, please contact Jill Henderson at (309) 793-6300, ext. 1134.

1504 Third Avenue, Third Floor, Rock Island, Illinois 61201

Phone (309) 793-6300 □Fax (309) 793-6305

E-mail: [info@bistateonline.org](mailto:info@bistateonline.org) □Website: [www.bistateonline.org](http://www.bistateonline.org)

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