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# Example of Community Planner Job Description

Our innovative and growing company is looking for a community planner. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for community planner

* At all times, uphold the values, mission and vision of the Foundation
* Prepare and coordinate airfield and airspace waiver packages for Wing Commander and/or higher headquarters approval
* Manage the base encroachment program, AICUZ, and ICEMAP
* Review work order requests and process approval documents for sitings
* Develop and update reports and briefings
* Design and conduct research and studies on topics related to improving public health outcomes in Richmond City, such as active transportation, healthy food access, local food systems, impacts of climate change on vulnerable populations, and displacement of low-income households
* Interpret both traditional and non-traditional data sources to inform project and policy discussions
* Produce project materials (e.g., memoranda, reports, fact sheets) that communicate public health-related findings and recommendations to various audiences (e.g., local health departments, state and local elected officials, community based organizations, municipal planners, and the business community)
* Design and implement new projects that involve, collaboration across sectors, and community-based organizations
* Provide technical assistance and support on city-wide and regional planning efforts, such as complete streets and vision zero

## Qualifications for community planner

* Two or more years’ professional work experience and general events experience
* Local travel and occasional weekend work is required
* Government real property management, community planning or general planning experience preferred
* Must have USAF Airfield Waiver Obstruction Tool (AWOT) experience and able to manage the accountability and the enforcement of all airfield waivers and obstructions
* Must have USAF Real Property experience
* Naval Support Activity, Mechanicsburg, PA 1 vacancy