



# Deputy Director



## Clinton County Regional Planning Commission

1850 Davids Drive  
Wilmington, OH 45177  
(937)382-1723

Send resume and cover letter to  
**DeAndra Navratil**  
**Executive Director**  
dnavratil@clintoncountyrpc.org  
www.clintoncountyrpc.org

Founded in 1970, the CCRPC has been comprised of citizens and elected officials. This Commission is tasked with preparing plans on long range programming; promoting understanding of and recommending administrative and regulatory measures to implement plans; contracting if needed to facilitate planning activities; reviewing, evaluating and making comments on amendments to the Comprehensive Plan and zoning amendments; providing planning assistance to other units of local government; and, administering the County Subdivision Regulations.

**Company/Agency:** Clinton County Regional Planning Commission (CCRPC)  
**Job Category:** Regional Planning  
**Salary Range:** \$70,000-\$80,000 (Negotiable, DOQ) Minimum  
**Education:** Bachelor's in Urban Planning or Related Field, Master's Preferred, or 5 years experience  
**AICP:** Desirable  
**Experience Required:** 5 years minimum

The Deputy Director serves a vital role in supporting the Executive Director and provides strategic, managerial, and technical oversight of planning operations. The Deputy Director provides senior advice to the communities within the region, planning and zoning commissions and is a key contributor to the implementation of the RPC's mission. The Deputy Director must possess comprehensive knowledge of modern planning concepts and principles, and understanding of the public policy aspects of local government.

### **JOB DESCRIPTION:**

- Reports to the Executive Director
- Serving county, city, and village governments.
- Interprets and applies applicable state, county and local codes, ordinances and regulations
- Assists in overseeing the development and management of: the comprehensive plan, subdivision regulations, zoning regulations, open space and recreation plans, housing plans, and other planning initiatives led by the CCRPC.



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- Assists the Executive Director in the overall management and administration of the CCRPC.
- Acts on behalf of the Executive Director when delegated or in their absence.
- Responsible for assisting with: the Planning Commission agenda, preparation of technical reports, plans, studies, and coordination with all agencies involved with the site development.
- Familiarity with various grant opportunities and possess grants writing skills, or willingness to learn.
- Assists with advising applicants on development proposals.
- Strong experience with state and federal grant management and possess grant writing skills.
- Assists with the administration of the Clinton County Land Reutilization Corporation ("Land Bank").
- Serves on various committees and attends meetings representing the CCRPC.

### **PREFERRED SKILLSETS:**

- Ability to demonstrate successful state and federal grant funding awards and applications.
- Oral communication and interpersonal skills to present research findings to various boards and committees.
- Creative problem-solving skills to gather relevant information to solve less well- defined practical problems
- Group facilitation skills for use with community workshops
- Ability to attend evening meetings on a regular basis
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind

The Executive Committee of the Regional Planning Commission reserves the right to change its timetable and parameters, reconsider candidates, and reopen ads for the position until the position is filled.

The Clinton County Regional Planning Commission is an equal opportunity employer. A background check, pre-employment drug screen, and proof of eligibility to work in the United States prior to employment will be required.