

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

ASSISTANT PLANNER

Job Description

GENERAL DESCRIPTION

The Assistant Planner is the entry-level, professional planning position. It allows a relatively new graduate to complement formal education with valuable experience gained by working with other professional staff, and recognizes the potential for advancement within the organization. With regular supervision, the Assistant Planner provides supplementary staff assistance to other staff and various boards and committees to assist in the collection of field data, the development of planning studies, local and regional plans, ordinances and regulations, and other similar projects.

The Assistant Planner works under the direction of the Executive Director, and may also receive considerable supervision from senior planners. Employees in this position will begin by working together with an experienced planner and may assume primary staff responsibilities based on evaluation of performance. The position involves professional-level duties and judgment as well as routine administrative tasks.

Work may be required throughout the region and attendance at evening meetings and some weekend meetings is required. Typically, field work is required.

MAJOR AREAS OF WORK

This position provides general planning assistance to more experienced staff. The intent of this position is to introduce an early career employee to a variety of planning disciplines and to build a broad base of knowledge and skills. Typically, no pre-identified major area of work is assigned to an Assistant Planner prior to hiring.

When major areas of work are assigned, they will vary among Assistant Planners. Major areas of work may be assigned as the Assistant Planner's knowledge and skills grow. If assigned, major area(s) of work will be included as an attachment to the job description in an employee's personnel file.

The Commission may modify or add to major areas of work and/or may assign special projects or duties outside major areas based on its needs.

CHARACTERISTIC DUTIES

- Gather and maintain demographic data and other related statistics.
- Assist with or conduct field inventory and assessments.
- Participate in the research, analysis, and interpretation of social, economic, population and land use data and trends.
- Compile information and make recommendations on special studies.
- Prepare technical reports.
- Make presentations to committees, community groups and outside agencies.
- Prepare staff reports and graphic displays.
- Research and draft documents for review.

- Attend a variety of meetings and participates in professional meetings.
- Maintain awareness of new trends and developments in the field of municipal and regional planning.
- Incorporate new developments as appropriate into programs.
- Assist with grant writing.
- Complete GIS mapping and prepare printed resource materials.
- Pursue professional development opportunities.

TYPICAL KNOWLEDGE

- Knowledge of the principles and practices of planning.
- Knowledge of a relevant specialization, such as transportation, land use, or affordable housing, is desired.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

TYPICAL SKILLS

- Ability to present ideas and findings (both written and oral) clearly and concisely.
- Ability to establish and maintain effective working relationships.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to create graphic designs and development strategies, and to render site plans via sketches and/or computer graphics is highly desirable.
- Ability to work on several projects or issues simultaneously, both independently or in a team environment.
- Ability to attend to details while keeping big-picture goals in mind.
- Ability to work proficiently in a Microsoft Office environment, including word processing, spreadsheets, and databases.

MINIMUM QUALIFICATIONS

- Master's degree in planning or closely related field and 1 year of experience, or a bachelor's degree in planning or closely related field and 3 years of professional planning experience. The experience may include internships as determined relevant by the Commission.
- The employee must be flexible in their scheduling and have their own means of transportation.
- Must be a U.S. citizen or otherwise lawfully authorized to work in the United States.

Adopted: 5/2/16