

CENTRAL VERMONT REGIONAL PLANNING COMMISSION JOB DESCRIPTIONS INTRODUCTION

The Central Vermont Regional Planning Commission's job descriptions articulate the most important outcomes needed from employee performance within each position. The job descriptions are a tool to inform employees where their job leaves off and the job of another employee begins, where their job fits within the overall organizational framework, and what to expect from other employees

Job descriptions for planners and program managers include the basic description plus one or more major area(s) of work as noted in each description. Staff may have a special project related to a major area of work without it being assigned as a major area.

The job descriptions are an integral piece of the performance development and appraisal process. An employee must demonstrate the requisite skills and abilities have been required within an existing position and characteristic duties of a position can be successfully completed before being promoted to a higher-level position.

Progression within positions is characterized generally by:

- increasingly complex knowledge of one or more planning disciplines or, in the case of non-planning positions, by increasingly complex knowledge in the position's field;
- increasingly complex knowledge of state and federal law;
- the ability to tailor implementation tools to increasingly complex circumstances;
- the ability to conceptualize, plan, carry out, and manage increasingly complex projects and programs; and
- the ability to manage increasing complex work groups.

The job descriptions encourage employees to grow within their position and contribute over time to CVRPC. An employee's job is subject to change for personal growth, CVRPC's organizational development, and/or evolution of new technologies.

CVRPC will provide opportunities for professional development. It will work to assist its staff to acquire skills and knowledge within a position and provide coaching to enable progression to the next position. Development opportunities may include, and are not limited to:

- access to employees doing the job currently;
- training classes and professional conferences;
- on-the-job developmental opportunities;
- job shadowing;
- mentoring;
- promotions;

- coaching from supervisor; and
- a formal succession planning process.

Employee initiative is a large part of professional development. Employees are expected to maintain, and progress in, professional skills and knowledge, and to apply that knowledge for the benefit of CVRPC, its member communities, and its partners and funders.

Adopted: 5/2/16

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
MAJOR AREAS OF WORK
Cross-Discipline Duties

Public and Community Engagement

- Serve as staff support and a technical resource for standing and advisory committees established by CVRPC and for various modal or project based committees, including conducting orientation meetings with new committee members.
- Develop draft correspondence, reports, presentations, publications, newsletter, press releases, and digital media articles.
- Prepare contact lists, surveys, databases, and mailings, and coordinate printing and distribution as necessary.
- Establish and maintain effective working relationships with government officials at all levels, private groups, the press, and the public.
- Attend meetings with local and regional officials, boards, and committees as needed.
- Work with, and be responsive to, local officials and the public on matters of local and regional planning.
- Respond to requests for information and data.
- Serve on committees of statewide or regional focus to represent CVRPC's interests.
- Represent the region on regional and state projects during their development.
- Conduct informational meetings and public hearings.
- Prepare and implement public engagement plans for Major Area of Work.

Training and Education

- Organize and/or conduct trainings, conferences, and educational workshops for local officials, regional commissioners, and/or the general public.
- Develop handbooks, templates, and model documents for use by local boards and officials.
- Maintain and update CVRPC's digital and hard copy files, federal and state data, and library resource materials.
- Monitor relevant legislation and inform the Executive Director and other staff of legislation development and potential impacts.

Municipal Technical Assistance

As they relate to Major Areas of Work, provide technical assistance to member municipalities in areas including, but not limited to:

- comprehensive plan and bylaw development and adoption;
- local bylaw administration and project reviews;
- municipal ordinances and policies;
- growth management;

- project development including use of non-regulatory tools to achieve Major Area of Work and community development goals;
- grant writing, project development, and grant administration;
- special studies; and
- proper procedures and compliance with state and federal law.

Regional Planning

- Participate in, assist with, and/or serve as project coordinator/manager for special projects and regional planning efforts as assigned, including but not limited to: data collection, analysis, and report/draft preparation associated with regional plan development and updates, other Commission work areas, and special studies.
- Participate in state planning efforts. Review state agency plans, policies and programs for conformance with regional planning efforts. Prepare draft responses to public and agency correspondence for review by the Executive Director.
- Coordinate local and regional planning activities with state and federal agencies.
- Provide primary technical planning support to other Commission staff, CVRPC and its standing and advisory committees, and other groups as assigned.
- Undertake professional technical analysis, prepare written reports, and/or make public presentations as needed.
- Identify municipal and regional needs, develop projects and funding applications to meet those needs, and manage implementation projects.
- Develop project budgets, administer bidding process, and verify contract expenditures and compliance as needed.
- Work with the Finance/Office Manager and Executive Director on administration and management of relevant planning program, including, but not limited to:
 - preparing and administering project proposals, funding applications, work plans, budgets, and contracts; and
 - soliciting, managing, and supervising contractors.
- Carry out the Local Liaison Role as outlined in the DEMHS/RPC Memorandum of Understanding when requested by CVRPC's emergency management staff.

Adopted: 5/2/16

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
MAJOR AREAS OF WORK
Land Use

Municipal Technical Assistance

- Provide technical assistance to member municipalities regarding proper procedures and compliance with 24 V.S.A, Chapter 117.
- Conduct municipal consultations and the municipal plan regional approval process per 24 V.S.A., Chapter 117. Serve as staff support and a technical resource for CVRPC's Town Plan Review Committee.

Regional Planning

- Serve as staff support and a technical resource for CVRPC's Regional Plan Committee.
- Conduct project reviews and participate on behalf of CVRPC in state regulatory proceedings, including but not limited to Act 250 and Section 248 hearings. Serve as staff support and a technical resource for CVRPC's Project Review Committee.
- Maintain and update CVRPC's planning and permit tracking databases and files and US Census and other federal and state data.
- Carry out activities in CVRPC's Agency of Commerce and Community Development performance-based agreement.

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CENTRAL VERMONT REGIONAL PLANNING COMMISSION
MAJOR AREAS OF WORK
Natural Resources

Municipal Technical Assistance

- Provide technical assistance to and assist member municipalities with meeting the requirements of Act 64, the Lake Champlain Total Maximum Daily Load Plan, and state and federal water quality rules, procedures and law.
- Engage municipalities in design and implementing Green Stormwater practices and in adopting Green Infrastructure policies and practices.
- Provide technical assistance to municipalities to enhance and protect critical forest blocks, wildlife habitat, and habitat connectors, to plan for invasive species impacts, and to plan for the needs of the forest products industry.
- Develop strategies and tools for regions and municipalities to maintain and enhance environmental health.
- Assist municipalities to implement energy conscious land use regulations and create internal policies aimed at reducing energy use.
- Assist municipalities with conservation and natural resource planning.

Regional Planning

- Develop and manage special projects as assigned in areas such as stormwater management, river corridor and riparian buffer stabilization, etc.
- Work with local and regional partners to develop and implement projects to support watershed and community health.
- Complete - or support development of - tactical basin plans, geomorphic assessments, river corridor plans, and other water quality-related plans.
- Carry out activities in CVRPC's Clean Water Initiative agreement, funded by the Vermont Agency of Natural Resources.
- Engage stakeholders in regional conversations about energy efficiency, conservation, and development.
- Draft energy and/or climate action plans, and design and implement projects and programs that have a transformative effect on individual and community energy use.
- Review proposed alternative energy generation facilities.
- Engage and work with stakeholders to protect critical forest blocks, wildlife habitat, and habitat connectors and to plan for the needs of the forest products industry.

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