

**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**  
**Geographic Information Systems**

In addition to the knowledge and skills outlined elsewhere, progression within this position range is characterized by increasingly complex knowledge of GIS applications and land use planning, and by increasing ability to envision planning objectives and to translate planning issues into GIS applications, to prepare GIS analysis and present comprehensive reports, and to conceptualize, prepare and administer technical projects, work plans, budgets and contracts.

***Geographic Information Systems Services***

- Plan for the long-range GIS needs of the region, including the maintenance and improvement of CVRPC's spatial databases and related map products.
- Provide GIS services, including comprehensive spatial analyses, to CVRPC, the region's municipalities, and other stakeholders.
- Complete map production activities in accordance with VCGI standards.
- Work with other regional planning commissions and local, state, and federal GIS stakeholders to enhance the region's GIS databases and educational programs.
- Coordinate with the Executive Director and other staff regarding related GIS, technical and financial contract elements, grant proposals, requests for proposals. Prioritize, execute and/or technically oversee GIS projects.
- Ensure the quality and timeliness of GIS-related work performed by CVRPC.
- Staff the State Emergency Operations Center when activated by the Department of Emergency Management and Homeland Security.

***IT Administration***

- Manage CVRPC's IT infrastructure.
- Develop CVRPC's digital equipment replacement plan and oversee the purchase and maintenance of all IT equipment, products, and software.
- Manage CVRPC's website, workstations, network, internet access, server and printers including backups, upgrades, replacements and limited repairs.
- Interface with CVRPC's Internet Service Provider, telephone and computer-related vendors.
- Provide IT support to other staff, including user education.

*Adopted: 5/2/16*

**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.

*Draft 11/28/16*