



Planning Technicians Needed Summer & Fall 2020

The Central Vermont Regional Planning Commission (CVRPC) is seeking to fill two or more Planning Technician positions for summer and fall 2020. The Commission assists its 23 member municipalities to provide effective local government and works cooperatively with them to address regional issues, such as transportation challenges and water quality improvement. More information about CVRPC is available at <http://centralvtplanning.org/>.

Planning Technician

Major areas of work may include land use, transportation, and/or climate change planning. Planning Technicians will complete one or more of the following:

- Inventory and map road erosion sites in support of municipal implementation of clean water projects,
- Conduct transportation counts and infrastructure assessments (bridges, culverts, public WiFi sites, sidewalks, etc.) to support public investments,
- Download and analyze data for incorporation into planning documents, such as transportation capital plans, local and regional plans, local energy plans, and local hazard mitigation plans,
- Produce GIS-based maps for completed inventories (as skills permit), and
- Assist other staff with community engagement, public outreach, and data research and analysis related to a variety of projects.

The majority of work is expected to be completed working in teams of two technicians. CVRPC employees are required to wear cloth face coverings and maintaining at least 6 feet social distancing when working in the office and in the field.

Compensation

Pay is \$13.00/hour (\$14 for returning technicians). Technicians are expected to work 40 hours per week; hours per week are weather dependent. CVRPC will reimburse job-related expenses, such as mileage costs, at the allowable federal rate. Standard work week is Monday-Friday. Standard work day is 8 am – 5 pm.

Duration

This position will begin as soon as hired candidates are available. Candidates must be available to work through at least mid -August 2020; preferred candidates are those that are available through September 30th. Work is weather dependent and may continue through December 31st. The COVID-19 pandemic may result in changes to the duration of this position. Candidates must specify intended start and end dates in the cover letter.

Qualifications

- Interest in the planning profession and relevant planning specializations. Undergraduate students, graduate students, and new graduates are invited to apply. A degree in planning or a related field is not required for this position.
- 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.

Employed candidates will receive training in using tablets, inventory applications, and other field-based equipment and technology.

These positions are open until filled; application review begins July 16, 2020. The interview process will commence as materials are received.

Benefits of Serving in This Position

- Gain experience communicating directly with municipal officials and the public.
- Participate in project and Commission meetings.
- Learn how data and information is used in different aspects of the planning field.
- Gain experience working in a dynamic team and on your own initiative.
- Expand “soft skills” critical to advancement in today’s job market.

To apply, email a cover letter, resume, and contact information (telephone number and email address) for three references to:

Bonnie Waninger, Executive Director
Central Vermont Regional Planning Commission
29 Main Street, Suite 4
Montpelier, VT 05602
802-229-0389
waninger@cvregion.com

CVRPC IS AN EQUAL OPPORTUNITY EMPLOYER

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
PLANNING TECHNICIAN
Job Description

GENERAL DESCRIPTION

The Planning Technician position is an internship-level position. The length of the internship, hours per week, expected tasks, amount of supervision, and areas of specialization vary with each position. The position may be by stipend, paid or unpaid, and does not include any benefits except for worker's compensation coverage.

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

MAJOR AREAS OF WORK

Major areas of work will vary among Planning Technicians. Major areas of work are assigned prior to the hiring/promotion process. Initial areas of work will be documented in an employment offer or employee promotion letter. Major area(s) of work will also 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. Special projects and duties outside major areas of work typically would constitute no more than 25% of the Planning Technician's workload.

CHARACTERISTIC DUTIES

- Provide support to a team of community planners.
- Assist staff in collecting and preparing data for various planning projects.
- Create and mail Commission and committee meeting packages; post notices in accordance with Vermont Open Meeting Law.
- Conduct field work, collect parcel data and search land records.
- Prepare maps and planning reports of limited or variable complexity.
- Produce sketches and renderings of limited or variable complexity.
- Assist planning staff at community meetings.
- Present report findings at community meetings.
- Research funding sources and write grant proposals.
- Conduct basic office functions as needed, such as data entry, file management, and customer service.
- Pursue professional development opportunities as funding permits.

TYPICAL KNOWLEDGE

- Basic understanding of planning principles.
- Specific knowledge relating to pertinent specialty, such as affordable housing, transportation, or land use.
- Competency in various computer software programs, such as Microsoft Office and Internet applications.

TYPICAL SKILLS

- Strong written and oral communication skills.
- Strong research and analytical skills.
- Motivated self-starter able to work independently.
- Ability to work effectively in a team environment.
- Flexibility and desire to work on varying planning projects.

MINIMUM QUALIFICATIONS

- Interest in the planning profession and relevant planning specializations. Depending on the nature of the intended workload, the specific position may request undergraduate or graduate students. A degree in planning or a related field is not required for this position.
- 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