

# **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

## **PLANNER**

### **Job Description**

#### **GENERAL DESCRIPTION**

The Planner position requires professional planning work of moderate difficulty. To progress within this position, employees must develop in-depth knowledge within one or more planning specialties, and increasing knowledge of municipal and regional comprehensive planning, federal and state planning law, and a variety of regulatory and non-regulatory implementation tools.

The Planner works independently under the general direction of the Executive Director and, in consultation with the Executive Director, may oversee specific Commission programs. Although more senior staff closely reviews the work of the Planner, employees in this position receive considerably less immediate supervision than an Assistant Planner.

The Planner is expected to work closely and effectively with other staff as part of a strong interdisciplinary planning team. The position requires contact, communication, and coordination with volunteer groups, municipal representatives, and some contact with regional and state organizations and agencies.

Work is required throughout the region and attendance at a substantial number of evening meetings and some weekend meetings is required. Field work may be required.

#### **MAJOR AREAS OF WORK**

Major areas of work may vary among Planners. 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 50% of the Planner's workload.

#### **CHARACTERISTIC DUTIES**

- Interpret and apply applicable state and local codes, ordinances and regulations.
- Initiate actions necessary to correct deficiencies or violations of regulations.
- Assist with updates and maintenance of the Regional Plan, municipal plans, and local land development regulations.
- Assist with review of Act 250 and Section 248 applications based on major work area.
- Conduct extensive research in specific or general project areas.

- Write and present formal and technical reports, working papers, and correspondence.
- Identify community problems, issues, and opportunities in particular communities that could be mitigated through better community planning.
- Develop draft plan language or long range plans for communities with common developmental issues.
- Develop strategies to promote economic and community development or efficient land use consistent with regional and community goals.
- Evaluate adequacy of community facilities in meeting current and projected needs.
- Recommend priorities, schedules, and funding sources to implement public improvements plans.
- Write, or assist in writing, a variety of ordinances and regulations relating to development controls.
- Write funding applications.
- Assist with planning decision-making processes and with tailoring them to achieve specific outcomes.
- Pursue professional development opportunities.
- Depending on the skills of the employee, duties may extend to the management of social media.

#### **TYPICAL KNOWLEDGE**

- Well-developed knowledge of planning principles and practices with implementation at the local and regional levels.
- In-depth knowledge of one or more planning specialization, such as land use planning, community development, transportation planning, environmental planning, emergency preparedness or hazard mitigation planning or working lands planning.
- Knowledge of principles, methodology, practices of research and data collection
- Knowledge of effective writing techniques.
- Knowledge of, or experience in, community redevelopment and environmental remediation, and knowledge of relevant Federal programs.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of state and federal government programs and processes.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS.

## **TYPICAL SKILLS**

- Effective written and verbal communication and interpersonal skills, including the ability to translate planning concepts, research findings, data and technical language into a form that is meaningful and accessible to Commissioners and local officials.
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems.
- Ability to review plans and apply provisions of ordinances, codes and policies to determine compliance with such regulations and to apply regulations to field conditions.
- Group facilitation skills for use with community workshops.
- Demonstrated ability to work on several projects or issues simultaneously.
- Demonstrated ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- Ability to represent the Commission in its work with local municipalities, state agencies, other regional groups, citizens' organizations, and the general public.
- Ability to plan less complex projects effectively and meet firm deadlines.

## **MINIMUM QUALIFICATIONS**

- Master's degree in planning or closely related field and 3 years of professional planning experience, or a bachelor's degree in planning or closely related field and 5 years of professional planning experience.
- AICP, CFM or other program-specific certification is preferred.
- 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*

## **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 Agreement when requested by CVRPC's emergency management staff.

*Adopted: 5/2/16*

## **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

### **MAJOR AREAS OF WORK**

#### **Transportation**

##### *Municipal Technical Assistance*

- Provide technical assistance to member municipalities regarding proper procedures and compliance with state and federal transportation law.
- Collect and evaluate data that assists municipalities to inventory, assess, and address deficiencies in transportation infrastructure, and to plan for future transportation needs. Activities include, but are not limited to: traffic, bicycle and pedestrian, and park-and-ride counts; infrastructure assessments; road erosion inventories; and speed studies.

##### *Regional Planning*

- Consult with Vermont citizens and local officials on transportation policy, planning and project development and carry out activities in CVRPC's Transportation Planning Initiative agreement.
- Serve as staff support and a technical resource for the region's Transportation Advisory Committee.
- Work with the Finance/Office Manager and Executive Director on administration and management of the regional transportation planning program, including, but not limited to preparing and administering project proposals, work plans, budgets, and contracts, and soliciting, managing, and supervising consultants.
- Assist in the development of short- and long-range studies and Regional Plan updates.
- Consult with other staff on project reviews as they relate to transportation issues, including but not limited to Act 250 and Section 248 hearings and state facility siting.
- Participate in multi and intermodal transportation planning and policy development.
- Provide transportation planning support to special projects in all areas of community and economic development.
- Staff the State Emergency Operations Center when activated by the Department of Emergency Management and Homeland Security.
- Carry out activities in CVRPC's Transportation Planning Initiative agreement with the Vermont Agency of Transportation.

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