

## **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

### **SENIOR PLANNER**

#### **Job Description**

##### **GENERAL DESCRIPTION**

The Senior Planner position is multi-faceted, requiring advanced professional planning experience of high complexity and variety, and broad knowledge of municipal and regional comprehensive planning, federal and state planning law, and a variety of regulatory and non-regulatory implementation tools.

The Senior Planner works independently under the general direction of the Executive Director and, in consultation with the Executive Director, may oversee specific Commission programs. The Senior Planner is expected to work closely and effectively with other staff as part of a strong interdisciplinary planning team. The position requires significant contact, communication, and coordination with volunteer groups, municipal representatives, and 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. Limited field work may be required.

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

Major areas of work will vary among Senior 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 25% of the Senior Planner's workload. The Commission may designate a Senior Planner to function as Acting Director in the absence of a Program Manager, but in no case shall an employee function in this capacity without written documentation in the employee's personnel file.

##### **CHARACTERISTIC DUTIES**

- Perform advanced professional work related to a variety of planning assignments.
- Manage complex planning studies, review development applications, and review consultant proposals and deliverables.
- Develop and review complex long-range plans, studies, analysis, and policies.
- Develop project budgets, administer bidding process, verify contract expenditures and compliance.
- Conduct research and prepare statistical reports on land use, physical, social and economic issues.
- Provide professional planning assistance to member communities on varied planning projects.
- Work in regional-level program areas relating to major area(s) of work.

- Schedule and conduct meetings with advisory groups, local boards, and elected officials.
- Present reports and other findings to municipal boards and officials and State and Federal agencies. Serve as liaison to project and program committees.
- Write funding applications.
- Work on statewide project teams with staff from other Regional Planning Commissions, when designated.
- Supervise more junior planners within the organization.
- Pursue professional development opportunities.

### **TYPICAL KNOWLEDGE**

- Advanced knowledge of the philosophies, principles, practices and techniques of planning.
- Well-developed knowledge of one or more areas of specialization, including but not limited to the Commission's Major Areas of Work.
- Knowledge and experience in construction processes.
- Knowledge of principles, methodology, practices of research and data collection.
- Knowledge of effective writing techniques.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Knowledge of spatial structure or physical design and the way in which cities and rural areas work.
- Extensive knowledge of plan-making and project evaluation.
- Well-developed understanding of local, state, and federal government programs and processes, including regulations that guide those programs.
- Well-developed understanding of the social and environmental impact of planning decisions on communities.
- Sufficient understanding of the legal foundation for land use regulation to review and comment on proposed legislation and state and federal policy.
- Understanding of the interaction among the economy, transportation, health and human services, and land-use regulation.

### **TYPICAL SKILLS**

- Excellent oral and written communication skills for preparing and presenting planning reports and projects.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers.
- Mastery of techniques for involving a wide range of people in making decisions.
- Group facilitation skills for use with community workshops, including the ability to function as a mediator or facilitator when community interests substantially conflict.
- Creative problem-solving skills to gather relevant information to solve less well-defined planning problems.
- Ability to analyze demographic information to discern trends in population, employment, and health, and to frame policies to influence those trends.
- Ability to work with the public and articulate planning issues to a wide variety of audiences.

- Ability to envision alternatives to the physical and social environments in which we live and develop projects and policies to achieve those alternatives as appropriate.
- Demonstrated ability to work on several projects or issues simultaneously.
- Demonstrated ability to manage projects effectively and meet firm deadlines.
- Experience in providing effective supervision and staff management to achieve team goals.

#### **MINIMUM QUALIFICATIONS**

- Degree in planning or closely related field and seven years of professional experience in planning or related field.
- AICP or similar professional certification preferred. CFM, GISP or other program-specific certification is preferred.
- Supervisory experience 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 Understanding 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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