

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