

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

ASSISTANT PLANNER

Job Description

GENERAL DESCRIPTION

The Assistant Planner is the entry-level, professional planning position. It allows a relatively new graduate to complement formal education with valuable experience gained by working with other professional staff, and recognizes the potential for advancement within the organization. With regular supervision, the Assistant Planner provides supplementary staff assistance to other staff and various boards and committees to assist in the collection of field data, the development of planning studies, local and regional plans, ordinances and regulations, and other similar projects.

The Assistant Planner works under the direction of the Executive Director, and may also receive considerable supervision from senior planners. Employees in this position will begin by working together with an experienced planner and may assume primary staff responsibilities based on evaluation of performance. The position involves professional-level duties and judgment as well as routine administrative tasks.

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

MAJOR AREAS OF WORK

This position provides general planning assistance to more experienced staff. The intent of this position is to introduce an early career employee to a variety of planning disciplines and to build a broad base of knowledge and skills. Typically, no pre-identified major area of work is assigned to an Assistant Planner prior to hiring.

When major areas of work are assigned, they will vary among Assistant Planners. Major areas of work may be assigned as the Assistant Planner's knowledge and skills grow. If assigned, major area(s) of work will 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.

CHARACTERISTIC DUTIES

- Gather and maintain demographic data and other related statistics.
- Assist with or conduct field inventory and assessments.
- Participate in the research, analysis, and interpretation of social, economic, population and land use data and trends.
- Compile information and make recommendations on special studies.
- Prepare technical reports.
- Make presentations to committees, community groups and outside agencies.
- Prepare staff reports and graphic displays.
- Research and draft documents for review.

- Attend a variety of meetings and participates in professional meetings.
- Maintain awareness of new trends and developments in the field of municipal and regional planning.
- Incorporate new developments as appropriate into programs.
- Assist with grant writing.
- Complete GIS mapping and prepare printed resource materials.
- Pursue professional development opportunities.

TYPICAL KNOWLEDGE

- Knowledge of the principles and practices of planning.
- Knowledge of a relevant specialization, such as transportation, land use, or affordable housing, is desired.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

TYPICAL SKILLS

- Ability to present ideas and findings (both written and oral) clearly and concisely.
- Ability to establish and maintain effective working relationships.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to create graphic designs and development strategies, and to render site plans via sketches and/or computer graphics is highly desirable.
- Ability to work on several projects or issues simultaneously, both independently or in a team environment.
- Ability to attend to details while keeping big-picture goals in mind.
- Ability to work proficiently in a Microsoft Office environment, including word processing, spreadsheets, and databases.

MINIMUM QUALIFICATIONS

- Master's degree in planning or closely related field and 1 year of experience, or a bachelor's degree in planning or closely related field and 3 years of professional planning experience. The experience may include internships as determined relevant by the Commission.
- 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

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
MAJOR AREAS OF WORK
Climate and Energy

- Draft and update local and regional energy and climate action plans, guide municipalities and the region through renewable energy siting, gather local energy/carbon data, and assist municipalities to draft and implement energy and climate conscious land use regulations and policies.
- Research and recommend to municipal and regional officials key energy implementation measures necessary to reduce energy use, increase use of renewable energy, and decrease fossil fuels use in the heating, transportation, and electricity sectors.
- Research and recommend to municipal and regional officials key climate change implementation measures necessary to mitigate and adapt to climate change, build community resiliency, and manage risk that results from climate change.
- Design and deliver educational and outreach programs and engage stakeholders in regional conversations about state and local initiatives; about energy efficiency, conservation, and development; and about climate change resilience and risk management; energy and climate goals; and actions that can be taken to address them.
- Design and implement projects and programs that have a transformative effect on individual and community energy use and respond to the social and biological impacts of climate change.
- Manage projects by developing and monitoring budgets, planning activities, preparing requests for qualifications and proposals, reviewing contracts, managing vendors, ensuring robust communication, completing reporting, and participating in the invoicing process.
- Assist municipalities and the region to measure and track metrics for success.
- Monitor federal, state and/or local regulations and guidance and recommend actions to achieve compliance with climate and energy policies and practices.
- Serve on committees of statewide or regional focus to represent the interests of the CVRPC and the region.
- Prepare and administer project proposals, grant applications, work plans, budgets, and contracts.
- Prepare and present comprehensive reports.

Adopted: 11/01/21

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