

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

PROGRAM MANAGER

Job Description

GENERAL DESCRIPTION

The Program Manager position is reserved for Senior Planners who supervise and participate in advanced, highly complex professional planning activities.

A Program Manager works independently under the general direction of the Executive Director and, in consultation with the Executive Director, manages specific Commission programs. The Program Manager typically manages other staff and is expected to work closely and effectively with other staff as part of a strong interdisciplinary planning team. The position requires significant and on-going contact, communication, and coordination with municipal representatives, and regional and state organizations and State and Federal agencies.

Work is required throughout the region and state; considerable in-state travel may be required. 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 Program Managers. 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 30% of the Program Manager's workload. The Commission may designate a Program Manager to function as Acting Director, but in no case shall an employee function in this capacity without written documentation in the employee's personnel file.

CHARACTERISTIC DUTIES

- Perform and manage complex and sensitive professional planning projects, research, and analysis.
- Provide overall management of program-related planning issues.
- Advise various councils, boards, commissions and elected officials in planning-related issues.
- Assign work to professional staff and ensure appropriate training is provided.
- Evaluate operations and activities of assigned responsibilities.
- Prepare reports on operations and activities, recommending improvements and modifications.
- Develop and administer program-specific budgets and workplans; monitor and control expenditures; insure deliverables meet deadlines.

- Review and understand all relevant documents and conditions pertaining to the program; monitor and ensure compliance with local, state and federal laws.
- Present planning and programming to internal and external parties.
- Establish and define any job-oriented program control procedures and identify the level of resources required to operate them.
- Review overall program status with the program team and Executive Director and recommend corrective action where necessary.
- Supervise the activities of the program team both in their productivity and the technical adequacy of their output.
- Liaise with other Program Managers and Senior Planners at all meetings relevant to program operations and ensure that the time and cost plans are updated to reflect latest information.
- Handle sensitive personnel matters.
- Pursue professional development opportunities.

TYPICAL KNOWLEDGE

- Thorough knowledge of planning and development, and local government policies and procedures.
- Thorough knowledge of one or more areas of specialization, including but not limited to the Commission's Major Areas of Work.
- Well-developed knowledge of research methods and statistical principles related to growth and development.
- Well-developed knowledge of methods and techniques of effective technical report preparation and presentation.
- Thorough understanding of pertinent federal, state and local laws, codes and regulations including recent changes and how they are to be applied.
- Knowledge of principles and practices of supervision, training and personnel management.
- Knowledge of budgeting procedures and technique, including knowledge of budgeting relationship between and among projects/programs.
- Well-developed knowledge of recent developments, current literature and sources of information related to regional and municipal planning and administration.
- Knowledge of CVRPC, regional commission and local government procedures and practices.
- Thorough knowledge of citizen involvement techniques 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

- Must be innovative, detail-oriented, experienced in highly visible/controversial projects.
- Capable of managing multiple, high-priority assignments.
- Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints.

- Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations.
- Reading comprehension to understand technical and legal materials.
- Experienced in management of contractors and stakeholders.
- Experienced in developing workplans and budgets for multiple types of projects.
- Demonstrated ability to work on several projects or issues simultaneously.
- Demonstrated ability to manage projects effectively and meet firm deadlines.
- Demonstrated ability to be a role model for planners and lead by example.
- Demonstrated ability to solve problems and introduce innovation.
- Demonstrated ability to assess risks and opportunities.
- Demonstrated ability to work under own initiative to deadlines.
- Demonstrated ability to manage and follow-up on the duties and performance of planning teams.
- Demonstrated ability to lead, support, supervise and train other planners.

MINIMUM QUALIFICATIONS

- Degree in planning or closely related field and ten years of professional experience in planning or related field.
- AICP or similar professional certification preferred. CFM, GISP or other program-specific certification preferred.
- Three or more years of supervisory experience 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

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

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

MAJOR AREAS OF WORK

Land Use

Municipal Technical Assistance

- Provide technical assistance to member municipalities regarding proper procedures and compliance with 24 V.S.A, Chapter 117.
- Conduct municipal consultations and the municipal plan regional approval process per 24 V.S.A., Chapter 117. Serve as staff support and a technical resource for CVRPC's Town Plan Review Committee.

Regional Planning

- Serve as staff support and a technical resource for CVRPC's Regional Plan Committee.
- Conduct project reviews and participate on behalf of CVRPC in state regulatory proceedings, including but not limited to Act 250 and Section 248 hearings. Serve as staff support and a technical resource for CVRPC's Project Review Committee.
- Maintain and update CVRPC's planning and permit tracking databases and files and US Census and other federal and state data.
- Carry out activities in CVRPC's Agency of Commerce and Community Development performance-based agreement.

Adopted: 5/2/16

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MAJOR AREAS OF WORK

Other Areas of Work

CVRPC continually strives to increase the breadth of services to its member municipalities and State and Federal agencies. The following areas represent additional areas of work for CVRPC that may evolve into Major Areas of Work in the future.

Housing

- Support public awareness campaigns related to housing, housing issues, and partnerships concerned with the availability and affordability of housing.
- Work with abutting regional commissions to understand growth pressures and plan to mitigate possible impacts.
- Craft regional policies with the understanding that choices on transportation, economic development, basin planning, etc. impact the supply and cost of housing.
- Review development plans to ensure that projects create housing, and do so in an appropriate way and in an appropriate location.
- Assist municipalities in addressing the location, type, scale, energy efficiency, and density of housing in local plans and regulations.
- Assist municipalities with public sewer and water improvement projects, environmental due diligence, housing planning and construction grants, and revisions to regulations to allow the adaptive reuse of space in abandoned or underutilized buildings for housing and to increase housing density as desired.

Agriculture and Food Systems

- Support local and regional food systems planning.
- Assist communities to develop and support agricultural and agripreneurism enterprises.
- Facilitate municipal and agricultural transition to composting requirements.
- Develop and implement strategies and tools for regions, municipalities, and landowners to maintain and enhance agricultural viability.

Healthy Communities

- Assist the health community and municipalities to implement a Health in All Policies approach aimed at improving community health outcomes.
- Work with local, state, and national partners to prevent chronic diseases and reduce health gaps through development and promotion of lasting strategies that help people make healthy choices where they live, learn, work, and play.
- Design and implement projects and programs that have a transformative effect on community health.

Community and Economic Development

- Provide technical assistance to member municipalities and non-profit partners for facility and service projects that further community development, such as health care, libraries,

schools, social services, cultural institutions, water and wastewater, housing, and a positive civic ethic that promotes growth, cooperation, and inclusion.

- Assist residents, governments, businesses, organizations, and institutions to pursue and utilize broadband infrastructure and technology.
- Assist in the creation of new cross sector partnerships, the identification of broadband technology gaps, and the creation of regional and statewide strategies and actions.

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