

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Natural Resources Planner/Assistant Planner

MAJOR AREAS OF WORK

The Natural Resources Planner will support the Regional Planning Commission's ongoing water resource management and water quality restoration efforts. At the municipal level, the Planner may assist with River Corridor Planning, Flood Hazard Bylaw updates and stormwater master planning and project implementation. At the regional scale, the Planner will contribute to the update of the Winooski Tactical Basin Plan and the identification and advancement of water quality restoration opportunities. The work of this position is expected to result in a substantial reduction in phosphorus loading to the Winooski River Basin.

Although this position is primarily focused on water resources, the Planner may be tasked with work in other program areas including, land use, transportation, hazard mitigation, energy and climate change depending on the needs of the Regional Planning Commission.

CHARACTERISTIC DUTIES

Natural Resources

- Draft and update natural resource components of town and regional plans.
- Field and desktop-based data collection.
- Design and implement projects and programs to utilize, protect, and conserve natural resources.
- Engage municipalities and stakeholders to: enhance and protect agricultural lands, critical forest blocks, wildlife habitat and habitat connectors, water and mineral resources; address invasive species impacts; and foster a robust working landscape.
- Design and deliver educational and outreach programs and engage stakeholders in regional conversations about state and local natural resource initiatives, natural resource goals, and actions that can be taken to address them.
- Contribute to the development and distribution of reports on the condition, quantity, and value of the natural resources in the region.
- Engage municipalities in the design and implementation of Green Stormwater practices and the adoption of Green Infrastructure policies and practices.
- Under the direction of the Senior Natural Resources Planner, assist with the administration and management of the Clean Water Service Provider program.
- Support the activities of the Winooski Basin Water Quality Council.
- Issue requests for qualifications and requests for proposals. Evaluate and rank submissions. Communicate with applicants.
- Develop contracts, monitor project budgets, manage vendors, process incoming and prepare outgoing invoices, and complete reporting requirements.
- Coordinate CVRPC's participation in the Winooski and White River Tactical Basin Planning processes. Organize meetings to solicit community input, identify basin planning priorities, and provide feedback to DEC Basin Planners.

- Participate in regional coordination meetings with watershed planners, natural resources conservation districts and watershed organizations to address water quality concerns and regulatory requirements.
- Share technical knowledge and coordinate efforts to develop and implement Tactical Basin Plan priorities for the Winooski River Basin.
- Document the status of stormwater master plans with an emphasis on identifying projects for advancements and potential barriers to progress.
- Engage Selectboards, Conservation Commissions, Planning Commissions and other organizations throughout the region to identify priorities for replacing culverts on private roads.
- Prepare educational materials describing the surface water reclassification process. Engage municipal boards and commissions to foster municipal interest in advancing this Tactical Basin Plan priority.
- Facilitate municipal stormwater master planning efforts and assist municipalities with stormwater project identification, advancement, and implementation.
- Support the activities of the CVRPC Clean Water Advisory Committee.

Geographic Information Systems Services

- Maintain and improve CVRPC's spatial data and related map products.
- Provide GIS services to CVRPC, municipal partners and other stakeholders.
- Prioritize the quality and timeliness of GIS-related work performed by CVRPC.
- Complete map production activities in accordance with CVRPC standards.
- Complete data development activities in accordance with Vermont Center for Geographic Information standards.
- Work with other regional planning commissions and local, state, and federal stakeholders to enhance the region's data resources and educational programs.

TYPICAL KNOWLEDGE

- Basic understanding of municipal, regional, and state government operations.
- Working knowledge of watershed concepts and water resource management.
- Competency in the Microsoft Office Suite, ESRI's ArcGIS Pro and Internet applications.
- Grant and contract administration processes and procedures.
- Familiarity with presentation software, tools and equipment.

TYPICAL SKILLS

- Capable of organizing and managing short-term planning, research and analytical projects with respect to organizational priorities and available resources.
- Strong communication and interpersonal skills, including facilitating group conversation on complex and occasionally controversial topics.
- Prepare and present complex materials to audiences with varying degrees of technical expertise. Able to translate planning concepts, data, research findings, and technical language into materials the Board of Commissioners, municipal officials and regional stakeholders can understand.

- Effectively represent the Regional Planning Commission in its work with municipal boards and commissions, state agencies, non-governmental organizations and the general public.
- Committed to public service and proactive, positive engagement with stakeholders and frontline communities. Ability to develop and manage relationships with external organizations.
- Critical thinking skills. Ability to deal with ambiguity, identify alternative solutions, make and implement recommendations and creatively resolve complex problems.
- Flexibility and humor.

Minimum Qualifications

- A self-starter, able to work independently on multiple tasks while meeting deadlines.
- Proactive, strategic and detail-oriented with an emphasis on producing quality work on budget and on time.
- Education in or experience with managing water resources.
- Available to participate in evening meetings.
- Valid driver's license and means of transportation.
- A U.S. citizen or individual otherwise lawfully authorized to work in the United States.