



## Planning Technician Needed Summer 2023

The Central Vermont Regional Planning Commission (CVRPC) is seeking to fill the position of planning technician for the summer of 2023. This dynamic position provides an opportunity to experience a breadth of planning activities, from office work participating in the regional planning process through analyzing demographic, spatial and transportation data, to working on site, inventorying regional infrastructure and gathering data.

The Commission assists its 23 member municipalities to provide effective local government and work cooperatively to address regional issues, such as transportation challenges and water quality improvement. More information about CVRPC is available at <http://centralvtplanning.org/>.

**Major areas of work** may include land use, transportation, and/or climate change planning. Specific work tasks may include:

### Field work:

- Aid municipalities to inventory town highway culverts and bridges with spans less than 20 feet.
- Conduct transportation counts and infrastructure assessments to support public investments, gather data for the municipal road erosion inventories.

### Office:

- Support RPC staff in the major update to the regional plan. Work will include researching state and federal planning law, helping to facilitate public meetings and drafting text.
- Support municipalities in planning and implementing temporary and evaluative transportation-related demonstration projects.
- Verify region trail maps.
- Download and analyze data for incorporation into planning documents, such as local and regional plans, local energy plans, and local hazard mitigation plans.

- Produce GIS-based maps for completed inventories (as skills permit)
- Assist other staff with community engagement and public outreach related to a variety of projects.
- Other planning tasks as requested

## **BENEFITS OF SERVING IN THIS POSITION**

- Be a part of the regional planning process.
- Learn how data and information is used in different aspects of the planning field.
- Gain experience working in a dynamic team and on your own initiative.
- Gain experience communicating directly with municipal officials and the public.
- Participate in project and Commission meetings.
- Expand “soft skills” critical to advancement in today’s job market.

## **COMPENSATION**

Pay is \$18.00/hour. Interns are expected to work 40 hours per week, though part-time applications will be considered. CVRPC will reimburse job-related expenses, such as mileage costs, at the allowable federal rate. Standard work week is Monday-Friday. Standard work day is 8 am – 5 pm.

## **DURATION**

This position is expected to begin in May/June 2023.

## **QUALIFICATIONS**

- Interest in the planning profession and relevant planning specializations. Undergraduate students, graduate students, and new graduates are invited to apply. A degree in planning or a related field is not required for this position.
- The employee must be flexible in their scheduling and have their own means of transportation.
- Field work can include walking several miles over the course of a day and ambling down embankments to access streams or brooks.
- Must be a U.S. citizen or otherwise lawfully authorized to work in the United States.

Position open until filled. The interview process will commence as materials are received.

To apply, email a cover letter, resume, and contact information (telephone number and email address) for three references to:

Keith Cubbon, Planner  
Central Vermont Regional Planning Commission  
29 Main Street, Suite 4  
Montpelier, VT 05602  
802- 229-0389  
[cubbon@cvregion.com](mailto:cubbon@cvregion.com)

***CVRPC IS AN EQUAL OPPORTUNITY EMPLOYER***

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**PLANNING TECHNICIAN**  
**Job Description**

**GENERAL DESCRIPTION**

The Planning Technician position is an internship-level position. The length of the internship, hours per week, expected tasks, amount of supervision, and areas of specialization vary with each position. The position may be by stipend, paid or unpaid, and does not include any benefits except for worker's compensation coverage.

Work may be required throughout the region and attendance at evening meetings may be required. Typically, fieldwork and GIS mapping (depending on qualifications) is required.

**MAJOR AREAS OF WORK**

Major areas of work will vary among Planning Technicians. 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 Planning Technician's workload.

**CHARACTERISTIC DUTIES**

- Provide support to a team of community planners.
- Conduct field work, collect parcel data and search land records.
- Prepare maps and planning reports of limited or variable complexity.
- Pursue professional development opportunities as funding permits.

**TYPICAL KNOWLEDGE**

- Basic understanding of planning principles.
- Specific knowledge relating to pertinent specialty, such as affordable housing, transportation, or land use.
- Competency in various computer software programs, such as Microsoft Office and Internet applications.

**TYPICAL SKILLS**

- Strong written and oral communication skills.
- Strong research and analytical skills.
- Motivated self-starter able to work independently.
- Ability to work effectively in a team environment.
- Flexibility and desire to work on varying planning projects.

**MINIMUM QUALIFICATIONS**

- Interest in the planning profession and relevant planning specializations. Depending on the nature of the intended workload, the specific position may request undergraduate or graduate students. A degree in planning or a related field is not required for this position.
- 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*