

# **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

## **PLANNER**

### **Job Description**

#### **GENERAL DESCRIPTION**

The Planner position requires professional planning work of moderate difficulty. To progress within this position, employees must develop in-depth knowledge within one or more planning specialties, and increasing knowledge of municipal and regional comprehensive planning, federal and state planning law, and a variety of regulatory and non-regulatory implementation tools.

The Planner works independently under the general direction of the Executive Director and, in consultation with the Executive Director, may oversee specific Commission programs. Although more senior staff closely reviews the work of the Planner, employees in this position receive considerably less immediate supervision than an Assistant Planner.

The Planner is expected to work closely and effectively with other staff as part of a strong interdisciplinary planning team. The position requires contact, communication, and coordination with volunteer groups, municipal representatives, and some contact with regional and state organizations and agencies.

Work is required throughout the region and attendance at a substantial number of evening meetings and some weekend meetings is required. Field work may be required.

#### **MAJOR AREAS OF WORK**

Major areas of work may vary among Planners. 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 50% of the Planner's workload.

#### **CHARACTERISTIC DUTIES**

- Interpret and apply applicable state and local codes, ordinances and regulations.
- Initiate actions necessary to correct deficiencies or violations of regulations.
- Assist with updates and maintenance of the Regional Plan, municipal plans, and local land development regulations.
- Assist with review of Act 250 and Section 248 applications based on major work area.
- Conduct extensive research in specific or general project areas.

- Write and present formal and technical reports, working papers, and correspondence.
- Identify community problems, issues, and opportunities in particular communities that could be mitigated through better community planning.
- Develop draft plan language or long range plans for communities with common developmental issues.
- Develop strategies to promote economic and community development or efficient land use consistent with regional and community goals.
- Evaluate adequacy of community facilities in meeting current and projected needs.
- Recommend priorities, schedules, and funding sources to implement public improvements plans.
- Write, or assist in writing, a variety of ordinances and regulations relating to development controls.
- Write funding applications.
- Assist with planning decision-making processes and with tailoring them to achieve specific outcomes.
- Pursue professional development opportunities.
- Depending on the skills of the employee, duties may extend to the management of social media.

#### **TYPICAL KNOWLEDGE**

- Well-developed knowledge of planning principles and practices with implementation at the local and regional levels.
- In-depth knowledge of one or more planning specialization, such as land use planning, community development, transportation planning, environmental planning, emergency preparedness or hazard mitigation planning or working lands planning.
- Knowledge of principles, methodology, practices of research and data collection
- Knowledge of effective writing techniques.
- Knowledge of, or experience in, community redevelopment and environmental remediation, and knowledge of relevant Federal programs.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of state and federal government programs 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**

- Effective written and verbal communication and interpersonal skills, including the ability to translate planning concepts, research findings, data and technical language into a form that is meaningful and accessible to Commissioners and local officials.
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems.
- Ability to review plans and apply provisions of ordinances, codes and policies to determine compliance with such regulations and to apply regulations to field conditions.
- Group facilitation skills for use with community workshops.
- Demonstrated ability to work on several projects or issues simultaneously.
- Demonstrated ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- Ability to represent the Commission in its work with local municipalities, state agencies, other regional groups, citizens' organizations, and the general public.
- Ability to plan less complex projects effectively and meet firm deadlines.

## **MINIMUM QUALIFICATIONS**

- Master's degree in planning or closely related field and 3 years of professional planning experience, or a bachelor's degree in planning or closely related field and 5 years of professional planning experience.
- AICP, CFM or other program-specific certification is 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*