

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