

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 depending on projects assigned. 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