



ACRPC STAFF PLANNER Job Description

General Description:

The Staff Planner is a professional land use and regional planning position for the Addison County Regional Planning Commission. The Commission may employ more than one planner at any given time. This position is multi-faceted, requiring broad knowledge of municipal and regional comprehensive planning, federal and state planning law, transportation planning and a variety of implementation techniques, including municipal zoning bylaws and subdivision regulations. The planner is expected to provide technical planning support to member municipalities, including managing and completing planning and zoning related projects funded through the municipal planning grant program. The planner is also expected to participate in the Commission's regional planning program, project reviews, and on special planning projects as the need arises. This position requires effective written and verbal communication skills, including the ability to translate complex planning concepts, data and technical language into a form that is meaningful and accessible to board members and local officials. Attendance at evening meetings with local boards and officials is required. Under general supervision of the Executive Director, the planner is expected to serve as a member of the team of planning staff at the Commission, and to work closely and effectively with other staff members.

Characteristic Duties:

The planner is responsible for duties in three general planning areas, including municipal technical assistance, regional planning, and education. Typical responsibilities are described below. The planner will also be responsible for all other duties as assigned.

Municipal Technical Assistance

- Under general supervision, provide technical assistance to member municipalities in areas including, but not be limited to: comprehensive plan and bylaw development and adoption; proper procedures and compliance with Title 24, Chapter 117 V.S.A., local bylaw administration and project reviews; municipal ordinances and policies; growth management; grant applications and administration; and special studies.
- Attend meetings with local and regional officials, boards, and committees as needed. Work with and be responsive to local officials and the general public on matters of local and regional planning. Handle requests for planning-related information and data.

Regional Planning

- Participate in regional planning efforts, including but not limited to data collection, analysis, and report/draft preparation associated with regional plan development and updates, regional transportation planning, solid waste planning, emergency planning, and special studies.
- Conduct project reviews and participate on behalf of the Regional Commission in state regulatory proceedings, including but not limited to Act 250 hearings.
- Participate in state planning efforts; review for conformance with regional planning efforts, state agency plans, policies and programs.
- Provide primary technical planning support to other Commission staff, the Board of Commissioners, ad hoc committees and other groups as assigned.
- Undertake professional technical analysis, prepare written reports, and/or make public presentations as needed.
- Assist with and/or serve as project manager for special projects as assigned in areas such as water quality, natural resources, economic development, brownfields, etc.



Education

- Organize and/or conduct planning-related educational workshops for local officials, regional commissioners and/or the general public forums on planning.
- Develop planning handbooks, model language for use by local boards and officials.
- Maintain and update the Commission's planning and permit tracking databases and files, federal and state data; and planning-related library resource materials.

Qualifications:

Minimum qualifications include a bachelor's degree in planning or closely related field with 1-3 years of planning related experience or a master's degree in planning or closely related field with 1-2 years of experience (senior level requires a minimum of five years of experience). A broad base of knowledge and technical skills in comprehensive planning, planning law, zoning regulations and implementation at the local and regional level is required. Demonstrated abilities to work with complex regulations and issues, to work individually and as part of a team, and to represent the Commission in its work with local municipalities, state agencies, other regional groups, citizens' organizations, and the general public are essential. This position requires attendance at outside meetings and public hearings, and may include limited field work; the employee must be flexible in their scheduling. Must be a U.S. citizen or an alien lawfully authorized to work in the United States.

The Regional Commission is an equal opportunity employer.