

Regional Planner

Job Summary

The Regional Planner provides support to SRPC staff and performs a wide array of land use and environmental planning functions. The Regional Planner provides direct planning assistance to SRPC's member communities on issues related to zoning, site plan and subdivision, master planning, and is a key part of the region's land use and environmental planning team. The Regional Planner may also work on transportation or economic development planning.

Supervision Received

The work is performed under the general supervision of the Assistant Director. Work directives are assigned by the employee's supervisor and executive director in accordance with the agency's work programs and policies. The position does not involve supervision of other staff but may include project management on a case-by-case basis.

Duties and Responsibilities

Regional Planning and General Responsibilities

- Provide direct municipal land use board technical assistance.
- Work directly with one SRPC community as part of SRPC's team of contract municipal planners (circuit riders).
- Provide analysis of development and conservation projects for communities.
- Conduct research and analysis for and develop regional plans, local master plans, studies, and special projects.
- Prepare written reports summarizing research and analysis findings.
- Conduct outreach efforts to support planning projects in collaboration with SRPC's outreach staff.
- Develop educational materials, training and technical support for local planning boards.
- Assist with local and regional environmental planning projects.
- Accept other responsibilities assigned by project managers and the Executive Director.

Transportation (MPO) and Economic Development (EDD) Planning Responsibilities

- Assist with strategic and long-term planning for transportation and economic development.
- Assist the Principal Transportation Planner and Senior Regional Planner (Economic Development) with local technical assistance and planning initiatives as needed.



Knowledge, Skills and Abilities Required

- Must be fluent in Microsoft Office Suite.
- Must have a basic understanding of the roles and responsibilities of state, regional and local agencies and boards, and have the ability to form successful partnerships with each.
- Basic knowledge of local land use, environmental, transportation and/or economic development planning.
- Ability to write and communicate effectively and concisely in a manner easily understood by both professional and lay planners, as well as the public.
- Ability to be responsive to unique situations as they emerge.

Minimum Qualifications

Regional Planner I: A bachelor’s or master’s degree in city, urban and/or regional planning; community development; natural resource management; and/or a closely related field. This is an entry level position. Salary range: \$52,000 to \$57,000.

Regional Planner II: Bachelors with at least four years of experience, or master’s with two years’ experience. Salary range: \$57,000 to \$62,000.

Regional Planner III: Bachelors with at least six years of experience, or master’s with four years’ experience. Salary range: \$62,000 to \$67,000.

Working Conditions

The Regional Planner must be comfortable working with persons representing a wide variety of disciplines and lay persons. This position involves travel for in person meetings, evening meetings, and occasional weekend events.

Employee Acknowledgement

I have read and understood my job description. Should I have any questions, I will follow up with the executive director or my supervisor as appropriate.

Name

Date