

Senior Regional Planner Economic Development and Land Use Programs

Job Summary

Strafford Regional Planning Commission (SRPC) seeks a full-time regional planner to join its team of hardworking, motivated individuals dedicated to providing the highest quality of public service in a friendly, progressive environment. SRPC's staff work as an innovative and collaborative team focused on supporting our 18-member communities.

The Senior Regional Planner manages the Strafford Economic Development District and provides a suite of technical assistance to our communities and partners. The position involves development of the region's Comprehensive Economic Development Strategy, serving as a municipal contract planner, and collaborating with the SRPC staff team on a variety of economic development and land use planning initiatives. The Senior Regional Planner provides direct planning assistance to SRPC's member communities on issues related to land use, master planning, economic development, housing, and hazard mitigation as requested.

The successful candidate will not only have strong economic development and land use planning skills but will become an enthusiastic member of SRPC's collaborative team dedicated to the provision of innovative, high quality and professional services.

Supervision Received and Exercised

The work is performed under the general supervision of the Executive Director. The Senior Regional Planner serves as a project manager and may supervise other agency staff members.

Duties and Responsibilities

Economic Development

- Manage SRPC's Economic Development District programs and related grant contracts including EDA Planning Partnership Program and EPA Brownfields Assessment grants.
- Act as liaison to local, regional, state and federal agencies and organizations.
- Develop and maintain the region's 5-Year Comprehensive Economic Development Strategy (CEDS) and 1-Year CEDS Annual Updates.
- Conduct an annual solicitation of projects for the CEDS project list
- Coordinate and facilitate bi-weekly Seacoast Economic Development Stakeholders meetings, including coordination with partner agencies and managing ongoing projects.
- Promote the SRPC region by initiating contact with businesses, distributing pertinent information, responding to inquiries, and working cooperatively with partner entities.
- Develop marketing and related materials for the district and support the district's web presence with assistance from the agency's Communications and Outreach Planner.
- Prepare reports and make presentations to groups regarding the region's economic development activities.
- Gather, interpret, and prepare data for studies, reports, and recommendations coordinate activities with other municipal departments and agencies as needed.
- Other duties as assigned.



Land Use Planning and General Responsibilities

- Serve as the contracted staff planner for a community in the SRPC region.
- Update local hazard mitigation plans for communities.
- Provide analysis of development and conservation projects for communities.
- Develop, implement, coordinate, and maintain short and long-term planning documents
- Prepare written reports summarizing research and analysis findings.
- Establish and maintain relationships with partner agencies and municipalities.
- Develop and implement the regional plan chapters with the SRPC Land Use Team.
- Develop land use grant and contract proposals for municipal, state and federal entities.
- Represent the commission at public meetings, workshops and presentations.
- Provide technical support and training for municipal boards.
- Other duties as assigned.

Candidate Qualifications

Skills:

- Experience with land use, economic development, and regional planning including the of the application of federal, state, and local regulations to planning and zoning.
- Strong understanding of the roles and responsibilities of state, regional and local agencies and boards, and the ability to form successful partnerships.
- Ability to serve as a meeting coordinator and facilitator.
- Strategic and analytical capabilities – a problem solver.
- Excellent communications skills, both oral and written.
- Team orientation and personal accountability.
- Experience using all elements of the Microsoft Office Suite.
- Experience with Census and other economic/demographic datasets.
- Statistical analysis skills, desired but not required.
- A valid driver's license and reliable transportation is required.

Education and Credentials:

- Bachelor's degree in Planning, Community or Economic Development or other related field plus 8 years of related experience. Or Master's degree and 6 years of experience.

Special Requirements:

- This position requires attendance at twice monthly planning board meetings and occasional attendance at other evening meetings as required.

Application Submission

Please reply with a cover letter, resume, work sample, and three professional references. Submit materials to apply@strafford.org using the subject line "**Regional Planner**." Incomplete applications will not be considered. Position remains open until filled.

Additional Information

Salary (\$62,000-\$72,000) is commensurate with qualifications and experience. We offer a flexible work environment and excellent benefit package.

Strafford Regional Planning Commission is an Equal Opportunity/affirmation Action Employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, age, sex or gender, sexual orientation, gender identity or expression, and nation of origin. The Commission encourages veterans, minorities, women, and socially and economically disadvantaged applicants to apply.