



## **JOB ANNOUNCEMENT**

### **Planning Program Manager**

Chittenden County Regional Planning Commission (CCRPC) is seeking to hire a full-time Planning Program Manager to lead our planning team. This is a leadership position with supervisory duties.

This position reports directly to the Executive Director and serves as a key member of the management team. With the Executive Director, this person acts as CCRPC's liaison with elected officials, state and federal agencies, interest groups, the media, and the public regarding our planning work. The Planning Program Manager supervises a highly experienced professional staff as well as various consultants and provides leadership in advancing projects through the planning process.

This position requires a minimum of 6-8 years' experience in complex planning studies, projects, and activities, preferably with municipal planning experience. At least three years must include direct experience with program, project, and personnel management. A master's degree in planning, public administration, or a related field is desirable. The position also requires a current and working knowledge of federal and State of Vermont environmental and land use planning laws and regulations. Excellent written and verbal communication skills are required as well as a proven ability to present effectively.

CCRPC is the regional planning agency for the Burlington VT region, renowned for our high quality of life. Our offices are in downtown Winooski along the river in a great walking environment with a variety of restaurants, services, and businesses. The workplace is friendly and flexible. The salary range is \$80,000 to \$105,000 depending on qualifications.

Please send a letter of interest and resume by 8 am, Monday, August 22, 2022, to Charlie Baker, Executive Director at: [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org). See the full ad and job description at [www.ccrpcvt.org/jobs](http://www.ccrpcvt.org/jobs). No phone calls please. Applicants should be available for an interview.

The CCRPC believes a diverse and culturally proficient staff are pivotal to creating an environment free of inequities. Accordingly, the CCRPC seeks to provide our membership and community with services enhanced by the professional contributions of culturally competent representatives of different races, socioeconomic backgrounds, ethnicity, gender, gender expression, physical ability, age, and sexual orientation. Successful candidates must be committed to working effectively with diverse community populations and expected to strengthen such capacity if hired. CCRPC is an equal opportunity employer.

At CCRPC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.