

Position Description: Planner
Reports to: Executive Director or designee
Exemption Status: Exempt

Minimum Qualifications:

- 1. Education and Experience:** Requires a Bachelor's Degree in planning, transportation, public administration, engineering, natural resources, or related field and at least five years of professional planning experience. A Master's degree in the specified fields may substitute for two years of experience. Membership in the American Institute of Certified Planners and/or a Professional Engineering licenser is desirable but not required.
- 2. Computer proficiency:** Must have a good working knowledge of Microsoft Office applications. GIS experience with ESRI products and/or familiarity with common traffic engineering software such as Synchro is highly desirable.
- 3. Other Skills and Characteristics:** A Planner must have a basic working knowledge of the principles and practices of public land use and/or transportation planning and the preparation of planning reports and studies, and must have the ability to:
 - Interpret regulations and policy;
 - Research and present ideas and findings (both written and oral) clearly and concisely;
 - Develop and maintain productive internal and external relationships;
 - Establish and to maintain effective working relationships; and
 - Work simultaneously on a wide variety of projects, both independently with limited supervision and in a team environment.

General Responsibilities: A Planner will work with federal, state and regional partners, municipal elected and appointed officials and their staffs, citizen groups, and advisory councils in the Chittenden County region on the following kinds of tasks as principal responsibilities:

- Basic technical assistance to municipal volunteer boards in preparation and administration of plans such as comprehensive plans, traffic studies, land use regulations, corridor studies and special topic plans;
- Technical assistance to municipalities for design and implementation of special projects;
- Effective staff support to the Executive Director, Senior Planners, or committees, as needed;
- Develop and manage consultant contracts;
- Participation in preparation of regional plans and studies; and
- Other duties as assigned.

Other Specific Responsibilities: Will vary with the needs of the organization.

11/18/09