

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

Minimum Qualifications:

- 1. Education and Experience:** Requires a Master's degree in Planning, Public Administration, Transportation, Engineering or related field and four years of professional experience leading a project or program team with project management level responsibility. A Bachelor's Degree in the specified fields and six years directly related work experience may be substituted for a Master's degree and four years experience. Membership in the American Institute of Certified Planners, a related Planning or Engineering society, or Professional Engineering license 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 Senior Planner must have a strong working knowledge of the principles and practices of public planning and project management and must have the ability to:
 - ❑ Perform complex planning and project management activities, primarily focusing on regional land use and/or transportation planning;
 - ❑ Develop and manage consultant contracts including determining scope of work and budget, verifying expected performance and deliverables;
 - ❑ Develop and maintain productive internal and external relationships, and in mediating or negotiating successful solutions;
 - ❑ Demonstrate proficiency in research methodologies and their connection to long-range policy formulation; and
 - ❑ A commitment to excellence and to continued professional development in land use and/or transportation policy and research activities and in information management techniques and methodologies.

General Responsibilities: A Senior Planner will

- ❑ Serve as team leader (including coordinating tasks & schedules, monitoring budget, supervising junior team members) for technically sophisticated planning projects;
- ❑ Delivery of complex research and policy development products with minimal direction, while balancing political, community and other stakeholder interests;
- ❑ Provide technical assistance, including policy recommendations, to elected and appointed officials, to local planning and community development departments, and to the public;
- ❑ Identify and recommend new local and regional land use and/or transportation planning procedures;
- ❑ Provide effective staff support to CCRPC committees;
- ❑ Assist in regional land use and/or transportation policy development and implementation, including review of proposed legislation related to land use and/or transportation planning and regulation;
- ❑ Provide highly responsible and complex professional and administrative support to the Program Managers and Executive Director;

- ❑ Employ vision and creativity to apply unique solutions to a range of complex land use and/or transportation planning issues at the state, regional and local level;
- ❑ Employ outstanding communication skills, conveying complex or detailed information in a way that is understandable to a variety of audiences including layperson volunteers; and
- ❑ Other duties as assigned.

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

11/18/19

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, Program Managers, 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