

## **Planner**

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) is seeking an experienced Planner to complement our professional planning staff. The Planner will work in a lead role with the Commission's staff and municipalities on transportation planning, comprehensive land use planning, and development review projects. The Planner will act as a liaison to member municipalities and the public on behalf of the UVLSRPC and provide assistance to other staff within the office.

This position requires considerable knowledge of transportation and land use planning principles and practices, New Hampshire land use regulations, state and federal funding programs, and grant administration and management.

### **Education and Experience:**

- Master's Degree in planning or related field and three years of professional planning experience, or Bachelor's Degree and five years of professional planning experience.
- Membership in the American Institute of Certified Planners (AICP) is preferred.

### **Duties and Responsibilities:**

The following duties and responsibilities are not all inclusive. Other duties may be assigned on an as-needed basis.

- Provide project management and oversight for regional and/or local transportation and land use planning projects.
- Organize, prepare and present plans, reports, and analysis to municipal boards, commissions, and the public.
- Prepare subdivision/land use reviews, zoning analysis requests, and zoning amendments as requested by member municipalities.
- Draft ordinances to regulate land use and other activities at the request of the region's municipalities.
- Review development proposals and permit applications for compliance with applicable plans and ordinances.
- Assist State agencies in implementing statewide transportation and land use planning initiatives.
- Prepare grant applications in a variety of fields to implement new projects and studies.
- Present plans and studies to colleagues and the public through workshops and conferences.

### **Related Skills:**

- Ability to speak effectively in public settings and give public presentations.

- Ability to facilitate meetings and participate effectively in meetings.
- Ability to cooperate with elected officials, staff, volunteers and the general public.
- Ability to instruct other staff in the application of planning principles and practices.
- Ability to prepare well-written professional reports for publications and presentations.
- Ability to build consensus in complex situations.
- Ability to work independently, meet frequent deadlines, and manage multiple projects.
- Ability to creatively solve problems.
- Knowledge of Microsoft Publisher, PowerPoint, Excel and related software tools for analysis and communication.
- Knowledge of cartographic software platforms, including ArcGIS 10.2 and extensions of ArcGIS such as Spatial Analyst.
- Knowledge of effective public participation techniques and right-to-know laws.

**Other Requirements:**

This position requires a current, valid driver's license. The position requires travel throughout the region, occasional long-distance travel, and frequent night meetings.

**Salary and Benefits:**

Salary is commensurate with experience. The UVLSRPC offers excellent health and dental insurance benefits, and an employer-matched 457(B) retirement plan.

**Applying for the Position:**

Persons interested in applying for the position should submit a cover letter, resume, and three references to:

UVLSRPC Planner Search  
10 Water Street, Suite 225  
Lebanon, NH 03766

Or submit electronically to [info@uvlsrpc.org](mailto:info@uvlsrpc.org) with the subject heading "Planner Position."

The Upper Valley Lake Sunapee Regional Planning Commission is an Equal Opportunity Employer.

The position is open until filled.