

### **Senior Planning Job Description**

**Summary:** The Senior Planner works in a lead role in a variety of planning areas, including small town planning, comprehensive regional planning, affordable housing, environmental planning and rural transportation. The Senior Planer serves as a liaison to member municipalities and the public on behalf of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) and assists other staff within the office.

**Duties and Responsibilities:** are indicative of the work that may be assigned, but is not all inclusive. Other duties may be assigned on an as needed basis.

- Provide project management oversight for regional and/or local planning projects.
- Prepare subdivision/land use reviews, zoning analysis requests, and zoning map amendments as requested by member municipalities.
- Draft ordinances to regulate land use and other activities at the request of the region's municipalities.
- Staff the UVLSRPC's Planning Committee who provides comments on Developments of Regional Impact.
- Supervise planning interns and work study students.
- Organize, prepare and present plans, reports, and analysis to municipal boards, commissions and the public.
- Review development proposals and various permit applications for compliance with approved plans and ordinances.
- Initiate new projects to further regional and local planning effort.
- Assist State agencies in implementing regional and state initiatives.
- Prepare grant applications in a variety of fields to implement new projects and studies.
- Initiate and complete plans and studies that effectively synthesize all elements of community development, transportation and other UVLSRPC programs as applicable.
- Present plans and studies to the public through workshops and conferences.
- Attend frequent evening meetings.

### **Education and Experience:**

- Master degree in planning or related field and three years of recent paid experience or bachelor's degree and five years of recent paid experience.
- Knowledge of land use regulations, project program design and planning.
- Knowledge of research methodologies and data management.
- Knowledge of planning implementation techniques and processes.
- Knowledge of State, Federal funding programs.
- Knowledge of State and Federal legislation.
- Membership in the American Institute of Certified Planners (AICP) is preferred.

**Skills and Abilities:**

- Ability to cooperate with elected officials, staff, volunteers and the general public.
- Ability to instruct and train other staff in methods and procedures.
- Ability to respond to complaints and grievances in a professional and courteous manner.
- Ability to prepare professional reports for publications and presentations.
- Demonstrated consensus building skills in complex situations.
- Understanding of political environments and social motivations.
- Ability to perform project management and work independently on complex projects.
- Ability to collect research and interpret data.
- Knowledge of planning principles as they relate to comprehensive planning, zoning, transportation, housing and natural resources.
- Creative problem solving skills.
- Thorough knowledge of Publisher, PowerPoint, Excel and related tools for communication.
- Working knowledge of ARC GIS 9.3 and extension of GIS such as Spatial Analyst.
- Understanding of citizen participation and right to know laws.
- Ability to work under pressure including frequent deadlines and managing multiple projects.
- Ability to work under distractions such as telephone calls and other staff demands.
- Ability to communicate effectively, both written and orally.
- Ability to facilitate meetings, and participate effectively in meetings.
- Ability to give effective public presentations.
- Current valid driver's license.

**Work Environment:** General office setting, but may involve field work and traffic counting, site visits and project scoping meetings. Travel throughout the region and occasional distance travel including conferences and workshops. Night meetings can be frequent depending on project demands.