



UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION

Position Title: Associate Planner

Status: Salary, Non-Exempt, Full-time (40 hours per week)

Location: Lebanon, New Hampshire

Salary Range: \$40,000 -\$50,000 annually with benefits

Posting Date: June 21, 2021

Start Date: August 2021

To Apply: Submit a cover letter and resume to info@uvlsrc.org

Application Deadline: Applications will be accepted until the position is filled. UVLSRPC will be reviewing applications beginning July 15th.

Position Description

The Associate Planner position at UVLSRPC is the glue that keeps our projects running smoothly. The position offers opportunities to work in all sectors of regional and municipal planning in collaboration with other staff and community partners and independently.

What are we looking for?

UVLSRPC is looking for an energized individual that is willing to learn and support multiple projects at once. We are looking for an individual ready to learn and support a variety of different planning sectors. This individual will be expected to work with other staff and independently on various tasks. There is potential in this position to lead projects and communities through various stages of planning and community engagement.

Preferred Experience

BS/BA with dedicated coursework or practical work experience in planning. **Entry-level candidates will be considered. UVLSRPC provides training and professional development opportunities for all employees.**

Skills/Knowledge

- Knowledge of the application of planning principles and practices

- Knowledge of research and data collection principles and practices
- Interest in a variety of topics such as economic development, grant administration, transportation, etc
- Ability to communicate effectively with elected officials, staff, volunteers, and the general public.
- Ability to prepared well-written reports for publications and presentations
- Ability to work independently, work on teams, work on multiple projects simultaneously, and meet deadlines.
- Ability to solve problems and build consensus
- Knowledge of Microsoft Publisher, PowerPoint, Excel and related software tools for analysis and communication

Responsibilities

- Assist with developing planning studies and reports supporting new and updated municipal and regional plans and programs.
- Assist with the collection of transportation-related data, including traffic counts and turning movement counts. (Traffic data collection may require work outside of regular business hours.)
- Assist in reviewing development proposals, permit applications, and site plans for conformance with local ordinances and regulations.
- Assist with the organization of plans, reports, and analyses to municipal boards, commissions, and the public.
- Assist with the preparation of subdivision/land use development reviews, zoning analysis requests, and zoning amendments as requested by member municipalities.
- Assist with the drafting of ordinances to regulate land use and other activities at the request of the region's municipalities.
- Assist with the preparation of grant applications in a variety of fields to implement new projects and studies.