

PIONEER VALLEY PLANNING COMMISSION (PVPC)

SENIOR PLANNER I

Land Use and Environment Department

Salary range for the Senior Planner I is \$57,169 to \$74,319

DESCRIPTION: Under general supervision, the Senior Planner I performs a wide variety of planning tasks. This position focuses on environmental planning, with a focus on climate resilience and climate action, including greenhouse gas emissions inventorying, working with our member municipalities on Municipal Vulnerability Preparedness (MVP) planning and implementation grant funded activities and other adaptations and mitigations necessary to assure a sustainable future.

Management and Supervision

This position reports to a Department Director or designee.

Essential Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Provides local municipal governments, citizens, landowners, developers, attorneys, engineers, and other interested individuals typical environmental planning work including facilitating development of environmental plans, climate action and sustainability chapters for community comprehensive plans, analyses of municipal and regional vulnerabilities and other work to advance climate action and to assure a sustainable future for our region, meeting the needs of the present generation without jeopardizing the ability of future generations to meet their own needs;
2. Work includes provision of professional, technical, and administrative work to execute environmental planning projects at the local and regional level, including data collection, research and analysis, effective written and verbal communication, including grant writing, planning, designing and facilitating public meetings, preparing and delivering presentations and other work as required.
3. Collaborates with supervisor and designated colleagues to assure provision of technical assistance related to environmental plans, municipal and regional climate action and resilience plans, community resilience and sustainability;
4. Prepares environmental-related zoning and subdivision revisions, and drafts bylaws or ordinances for review;
5. Facilitates regional collaboration on climate resilience and sustainability efforts; works with regional and state organizations to research and prepare presentations; hosts trainings and other local capacity building opportunities;
6. Assists in applying for grants and responding to Requests for Proposals (RFPs) to take advantage of various sources of grant funding to undertake local and regional projects in coordination with Program Manager;
7. Participates in project management and preparation of scopes of work and budgets to conduct various planning activities to ensure that they are completed in accordance with contract requirements and within budget constraints;

8. Prepares reports and analyzes data including responding to requests from municipal, regional, and state and federal officials with supervisory input;
9. Prepares public presentations;
10. Works with various advisory groups and facilitates meetings under general supervision;
11. Performs related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

Knowledge of

- Principles, practices, and methods of environmental planning and development including climate action and resilience planning;
- Issues related to climate action, resilience, Greenhouse gas emissions inventorying and reduction, and sustainability;
- Grant writing, development, and administration;
- Planning principles, practices, and research methods, coupled with independent judgment and initiative in the performance of duties;
- Provisions of and interrelationships among ordinances, policies, standards, procedures, and practices associated with the planning function;
- Local government organization and the functions and practices of a municipal planning unit in Massachusetts;
- Massachusetts zoning and subdivision rules and regulations;
- Applicable federal, state, and local laws and regulations

Ability to

- Establish and maintain highly effective working relationships with directors and staff, committee members, elected and appointed officials, consultants, vendors, and others encountered in the course of work;
- Work on several projects or issues simultaneously with frequent interruptions;
- Handle multiple projects in different stages of development and use good judgment in prioritizing work assignments;
- Maintain effectiveness under pressure of variable time constraints and deadlines;
- Exercise independent judgment and decision making and exercise tact, sensitivity, discretion, and sound judgment within established guidelines;
- Communicate clearly and concisely with a variety of audiences;
- Recognize and accept personal responsibility for actions and develop creative solutions for complex issues;
- Analyze administrative, operational, and regional problems; evaluate alternatives and reach sound conclusions;
- Collect, interpret, evaluate, and summarize narrative and statistical data pertaining to planning, land use and environmental issues, including laws, policies, procedures, regulations, maps, specifications, graphs, and statistical data;

- Use various technology for technical planning projects and studies;
- Use computer hardware and software programs that are supportive of planning work, including Microsoft Office;
- Work productively in a team environment under the pressure of deadlines and conflicting demands.

Special Requirements

Possession of a valid driver's license or access to alternative means of transportation. Demonstrated competency in the use of office computers and business software. Must have legal authorization to work in the United States.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is described below:

Graduation from an accredited college or university with a bachelor's degree in planning or a related field, with 3+ years of progressively responsible experience in environmental planning, climate action and community resilience, sustainability and land use planning.

Any equivalent combination of education and progressively responsible experience.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that an employee typically must meet to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, dexterity, and coordination to lift files, stacks of paper or reports, references, audio/visual equipment, and other materials; to reach for items above and below desk level; and to bend, reach, squat, and stoop to access files and records. Manual dexterity and cognitive ability to operate a personal computer. Ability to communicate via telephone.

In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS: Work is typically performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Position requires regular attendance at offsite meetings and evening meetings and requires travel to deliver and pick up materials. Travel duties may result in some exposure to outdoor weather conditions.

FLSA Status: Non-exempt

SUPERVISORY RESPONSIBILITY

none.