

PIONEER VALLEY PLANNING COMMISSION (PVPC)
DEPUTY DIRECTOR
LAND USE AND ENVIRONMENT DEPARTMENT

Hiring range for the Deputy Director of the Land Use and Environment Department is \$86,619 to \$99,610

DESCRIPTION: Under general supervision, the Deputy Director of the Land Use and Environment (LUE) Department assists the Director in the identification of funding, management and implementation of planning programs and projects and supervision of staff. The Deputy Director provides a wide range of professional support and executive level policy assistance to the Department Director, Department Heads, and Executive Director and advances regional land use and environment planning in collaboration with and on behalf of the PVPC's 43 member cities and towns. This position works in close coordination with the LUE Director to oversee all facets of the department, with a particular focus on advancing the agency's performance and engagement in local and regional planning initiatives. Key areas include housing, sustainability and climate resilience, land use, and other municipal service and collaborative planning efforts.

This position requires presence in the office and the field.

Management and Supervision

This position reports to Director of the Land Use and Environment Department

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. Work with the LUE Director on prioritization of work, assignments, and reviews of ongoing technical assistance;
2. Supervise staff, including participating in hiring of all department staff, conducting 6 month and annual reviews, and determining merit increases;
3. Assure LUE staff produce high-quality impactful work;
4. Assist LUE Director to develop and maintain effective organizational structure, financial control, and management information systems for the Department;
5. Assist with evaluating the efficiency and effectiveness of service delivery methods and procedures;
6. Direct and oversee the preparation and administration of various grants from the State and Federal government, and Foundations;
7. Respond to requests regarding Land Use and Environment programs from partners;
8. Provide technical assistance and information to member communities and partners;
9. Attend community meetings, represent the department and PVPC, and promote good community relations;
10. Make oral presentations to the Pioneer Valley Planning Commission and Executive Committee, as well as selectboards, town and city councils of various communities and others;

11. Lead and facilitate meetings and discussions;
12. Participate on a variety of boards and commissions;
13. Attend and participate in professional group meetings;
14. Monitor current and new trends and innovations in the field of land use and environmental planning, grants management, and smart growth, climate resilience, GHG emissions reductions and public health, among others;
15. Perform other related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

Knowledge of

- land use planning, environmental planning and municipal planning principles, methodologies and functional elements;
- structure of local, regional, state and federal government;
- principles, practices and techniques for establishing, maintaining and modifying a project management program, including regulatory responsibilities and functions;
- fiscal and budget management processes, and applicable administrative policies and procedures;
- applicable federal, state, and local laws and regulations affecting the work of the department.

Ability to

- respond positively and proactively to unexpected agency opportunities and challenges;
- conduct self in an ethical, professional and respectful manner;
- analyze, interpret, and evaluate complex problems with creativity;
- establish and maintain cooperative and effective working relationships with citizens, stakeholders, and team members, both internal and external;
- develop, implement, and monitor appropriate plans, schedules, and action steps;
- establish and maintain effective working relationships with staff, other departments, elected officials, the media, and the public;
- build teams and lead including building consensus to resolve conflicts, and gain cooperation among various groups;
- work independently under general policy and strategic guidance from the LUE Director;
- manage projects, including planning, organizing, and analyzing problems and implementing solutions;
- effectively communicate both orally and in writing in public presentations;
- successfully manage grant application processes, including writing, submitting and managing grant funds.

Special Requirements

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

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 degree in Regional Planning/Urban Planning or in a related field with a minimum of seven years of experience in a planning or related position within a municipality, comparable agency or private corporation in which the position was directly related to and required the same skill set. At least two years of supervisory responsibilities is preferred. A master's degree in a related field is preferred.

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 accommodation 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 accommodation 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. The position requires regular attendance at offsite meetings and evening meetings and requires travel to deliver and pick up materials. Travel duties will result in some exposure to outdoor weather conditions.

FLSA Status: Non-exempt

SUPERVISORY RESPONSIBILITY

One to five LUE staff. LUE Interns as necessary.

May supervise consultants.