# PIONEER VALLEY PLANNING COMMISSION (PVPC)
# SENIOR PLANNER I
# LAND USE AND ENVIRONMENT (LUE) DEPARTMENT

**Salary range for Senior Planner I is $70,462 to $91,601**

**DESCRIPTION:** Under general supervision, the Senior Planner I performs a wide variety of planning tasks. This position focuses on land use planning and zoning but may also work on environmental planning, with a focus on climate resilience and climate action. Land use and zoning work focuses on supporting member municipalities to implement climate smart equitable land use and housing regulations and plans 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 of 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. Works on various planning studies, including project management and report writing, grant writing and responding to RFPs, community outreach and engagement and liaising with GIS staff on mapping needs;
2. Works with town and city officials on updates to local codes, ordinances and regulations related to land use and environment consistent with community goals;
3. Works with town and city officials to articulate problems, issues, and opportunities that could be mitigated through better community planning;
4. Conducts research, compiles and analyzes information and statistics regarding issues or topics related to planning. This will be accomplished using a variety of regional datasets, spreadsheets, modeling tools, and/or GIS and statistical software;
5. Prepares a variety of written communications including articles, reports, testimony and correspondence; directs preparation of and/or prepares graphic materials;
6. Works with many varied stakeholders including local municipal officials, representatives of the state and federal government, members of the non-profit and business community and other interested parties in the region;
7. Applies for grants, responds to RFPs and implements grant awards;
8. Collaborates on updates to local and regional plans (short and long range);
9. Creates databases in Excel and GIS; creates PowerPoint presentations and assists with presentations at meetings; creates, manages, maintains, and organizes data, map documents, computer files, data libraries, and data inventories;

10. Manages projects and coordinates with department director or designee to liaise with Director of Finance to assure maintenance of administrative and financial records;
11. Conducts research in specific or general project areas;
12. Writes and presents formal and technical reports, working papers, and correspondence;
13. Attends evening and weekend meetings; and
14. Performs additional job duties as assigned.

**QUALIFICATIONS FOR EMPLOYMENT**

**Knowledge and Ability**

*Knowledge of*

- principles, practices, and methods of land use and environmental planning;
- Massachusetts zoning and subdivision rules and regulations;
- issues related to climate change and resilience, water, wetlands, land protection and open space, and trees and forests;
- land use, growth management, physical design, economic, environmental, and/or social concepts applied in the planning process;
- research and analysis techniques applicable to regional and local planning issues;
- 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;
- computer hardware and software programs that are supportive of planning work, including Microsoft Office as well as mapping and data applications;
- financial/statistical/comparative analysis methods and techniques; and
- 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 simultaneously 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;
- present written and verbal information on complex concepts, issues and policies in a manner

which can be understood by a variety of audiences including boards, commissions and the general public;

- 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 zoning issues, including laws, policies, procedures, regulations, maps, specifications, graphs, and statistical data;
- manage projects effectively and meet firm deadlines;
- be sensitive and thoughtful on issues of equity;
- use various technology for technical planning projects and studies; and
- work productively on multiple projects 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.

**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 1+ years of professional planning experience.

Any equivalent combination of education and progressively responsible experience.

**PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that anemployee 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**

May supervise interns within organization.