PIONEER VALLEY PLANNING COMMISSION (PVPC)
SENIOR PLANNER II
LAND USE AND ENVIRONMENT (LUE) SECTION

Salary range for Senior Planner II is $74,689 to $97,096

DESCRIPTION: Under general supervision, the Senior Planner II performs a wide variety of environmental planning and project management activities guided by *Our Next Future: An Action Plan for Building a Smart, Sustainable, and Resilient Pioneer Valley*. The position supports municipal and regional initiatives focused on climate resilience, hazard mitigation, natural resource protection, water and watershed management, green infrastructure, clean energy, and sustainable land use. Responsibilities include managing projects and grants, providing technical assistance to municipalities, and collaborating with regional partners to advance environmental sustainability, equitable climate adaptation, and resilient communities throughout the Pioneer Valley.

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. Assists lead staff with various planning studies, including project management and report writing, grants management, community outreach and GIS mapping;
2. Prepares a variety of written communications including articles, reports, testimony and correspondence; directs preparation of and/or prepares graphic materials;
3. Works with many varied stakeholders including local municipal officials, representatives of the state and federal government, members of the non-profit community and other interested parties in the region;
4. Monitors and analyzes how time and effort are invested across environmental planning efforts, providing insights and recommendations to support priority setting and strategic decision-making;
5. Assists in applying for grants and implementing grant awards; including responsibility for completing grant application sections;
6. Coordinates efforts with colleagues to help facilitate enhanced planning coordination across the PVPC region;
7. Meets with representatives of community organizations and other groups to encourage cooperative action or to resolve problems;
8. Collaborates on updates to local and regional plans (short and long range);

9. Works with town and city officials on updates to local codes, ordinances and regulations related to land use and environment consistent with community goals;
10. Works with town and city officials to articulate problems, issues, and opportunities that could be mitigated through better community planning;
11. 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;
12. 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;
13. Provides contract administration for various projects and programs; maintains administrative and financial records;
14. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service;
15. Conducts extensive research in specific or general project areas;
16. Writes and presents formal and technical reports, working papers, and correspondence;
17. Recommends potential funding sources to implement public improvements through planning and project implementation;
18. Attends evening and weekend meetings as needed; and
19. 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 and conservation commission;
- 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;
- plan and manage a project budget;
- manage projects effectively and meet firm deadlines;
- provide leadership to other planners, interns and project team members; 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. Must have legal authorization to work in the United States and does not require sponsorship for employment visa status (e.g., H-1B visa status). 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 3+ years of professional planning experience;

Preference for certification in North Atlantic Aquatic Connectivity Collaborative (NAACC) Non-Tidal Aquatic Connectivity and Conditions Assessment.

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 both indoors in an office type environment where most work is performed at a desk and in the field where work is performed outdoors. Indoor 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. Field work and travel duties may result in some exposure to outdoor weather conditions.

FLSA Status: Non-exempt

SUPERVISORY RESPONSIBILITY

May supervise interns within organization.
May supervise consultants.