Regional Planner

General

The Regional Planner, under the direction of the Director of Regional Planning, is responsible (individually or as part of a team) the development of regional plans/studies and related programs. This may include comprehensive planning, land use, environmental, agriculture, open space, hazard mitigation, transportation, economic development and other specialized region wide planning work.

Essential Duties and Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. An employee in this classification may be required to perform a combination of the tasks below.)

* Assist in preparation and review of regional plans/studies;
* Assist member towns with planning needs;
* Collects, organizes, and analyzes data required in the development of plans or programs;
* Communicates, through direct presentations, social media, and other means with stakeholder groups;
* Assist with grant applications;
* Identifies, defines, and researches issues of strategic importance to the region;
* Performs other related duties as assigned.

Knowledge, Skills and Abilities

* Experience managing complex planning projects;
* Knowledge of the principles, practices, and methods of planning;
* Ability to handle multiple projects simultaneously;
* Ability to conduct research;
* Ability to communicate effectively both orally and in writing;
* Ability to prepare and present accurate and reliable reports containing findings and recommendations;
* Ability to establish and maintain effective working relationships with a wide variety of others encountered in the course of the work; and,
* Ability to work independently and perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
* Knowledge of and experience with GIS and its planning applications

Minimum Qualifications

* Bachelor’s Degree ( Master’s preferred) from an accredited four-year college or university with major coursework in community or regional planning or a related public policy field.
* Valid Driver’s License

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed outdoors and in the office environment and may involve travel to a variety of locations to attend meetings and inspect properties. Inspection work in the field may involve walking over rough or uneven surfaces. Hand-eye coordination is necessary to operate various pieces of office equipment. While performing the duties of this job, the employee is required to stand and walk, use hands to finger, handle, feel or operate objects, and reach with hands and arms. The employee is required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment is fast-paced, and the noise level is usually moderate. The employee must occasionally lift and/or move up to 50 pounds. Duties are performed both individually and as part of a work team. Attendance at night meetings may be required, and meeting project deadlines may require working more than 35 hours per week. The employee may occasionally encounter stressful situations due to sensitive or complex public issues.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements or a contract for services. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.

The job description does not constitute an employment agreement between the employer or the employee and is subject to change by the employer, as the needs of the employer and the requirements of the job change.

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