

Position Purpose:

Professional, technical and administrative work to execute land use, zoning, agricultural preservation, open space, housing and clean energy planning projects at the local and regional level including research, writing, attending public meetings, delivering public presentations and other work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

General Functions

- Provides local municipal governments, citizens, landowners, attorneys, engineers and other interested stakeholders in Franklin County with advanced technical assistance related to land use, clean energy and housing planning activities.
- Develops initiatives and writes grants and Requests for Proposals to take advantage of various sources of grant funding to undertake local and regional projects in coordination with Program Manager.
- Responsible for project management and preparation of scopes of work and budgets to conduct various planning activities.
- Project management responsibility for grants to ensure that they are completed in accordance with contract requirements and within budget constraints.
- Prepares reports and analyzes data including responding to requests from municipal, regional, and state and federal officials.
- Responsible for public presentations and contact with local media.
- Works with various advisory groups and facilitates meetings.
- Performs similar or related work as required, directed or as situation dictates.

Specific Functions

- Provides local municipal governments, citizens, landowners, developers, attorneys, engineers, and other interested individuals in Franklin County with advanced technical assistance related to land use and clean energy planning including master plans and open space and recreation plans, corridor management plans, hazard mitigation plans, and energy efficiency, clean energy and net zero emissions plans.
- Prepares zoning and subdivision revisions, and drafting of model bylaws.
- Works with communities on assessing housing needs, completing housing production plans, and identifying implementation strategies to meet local and regional needs.
- Assists communities with implementation of locally initiated housing efforts, including zoning changes, use of CPA or other local funds for housing programs or housing development, and identifying potential sites for housing.
- Facilitates regional collaboration on housing efforts; works with regional and state organizations to host trainings and other local capacity building opportunities.
- Provides technical support to municipal governments to obtain Green Communities designation status, complete Annual Reports to maintain good standing in the Green Communities program, and apply for grants for municipal energy efficiency, clean energy, and energy resiliency projects.
- Manages land use, clean energy and housing projects as assigned, and supervises interns or junior staff working on those projects.
- Serves as the FRCOG representative to relevant boards and committees at the regional and state level on land use, clean energy, and housing issues.

Recommended Minimum Qualifications:

Education, Training and Experience:

Education/Experience – Master’s Degree in Planning & 3 years of progressively responsible experience in land use and housing planning.

Knowledge, Ability and Skill:

Knowledge: Knowledge of planning. Knowledge of grant administration, budgeting and billing. Proficient with computer equipment and office software.

Ability: Ability to plan, organize and direct the preparation of comprehensive research studies and planning projects, analyze problems, prepare reports and formulate recommendations. Ability to speak and write effectively. Ability to establish and maintain effective working relationships with employees, local, regional, state, and federal officials and the general public. Ability to manage multiple tasks independently and simultaneously. Ability to work well with a variety of public and professional groups.

Skills: Strong computer skills in word and data processing and extensive computer applications. Demonstrated strong interpersonal, public communication and facilitation skills. Excellent verbal and written communication skills. Strong project management, administrative and organizational skills.

Physical Requirements:

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.

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs varied and responsible planning duties requiring a thorough knowledge of operations and applicable laws and regulations.

Supervision Received: Works under the direction of the Land Use & Natural Resource Program Manager.

Supervision Given: May supervise interns and/or staff involved with projects.

Job Environment:

- Work is performed under typical office setting; work environment is moderately noisy. Some work is conducted in the field with exposure to various weather conditions; evening and weekend work is required. Evening Meetings: 3-6 per month.
- Operates an automobile. Operates computer, telephone, copier, facsimile machine, and other standard office equipment.
- Makes frequent contact with the general public; municipal, state and federal representatives; elected officials; agencies and regulatory bodies as well as contractors and sub-contractors.

- Contacts are in person, by phone, email and in writing and via various group meetings, hearings, and other events.
- Has access to some confidential and/or sensitive information pertaining to salary and financial data.
- Errors in judgment could result in delays or loss of service, and have legal or financial repercussions.

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