



SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Planning for Our Region's Future

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

Regional Planner

The South Central Regional Council of Governments (SCRCOG) seeks a qualified person for the following position.

Title: Regional Planner

Employment Classification: Full-Time Exempt (35 hrs/wk)

Revised: June 2022

Website: <https://scrcog.org/>

Position Overview

The Regional Planner provides planning, research, and policy analysis for the region in the areas of land use, environmental, GIS, hazard mitigation, community development, municipal services, and transportation planning.

Management and Supervision

This position reports to, and works under the general direction of, the Director of Regional Planning and Municipal Services and the Executive Director.

Examples of Essential Duties and Responsibilities

- Coordinates regional planning and services programs related to energy conservation, environmental protection, disaster planning and recovery, hazard mitigation, land use, municipal storm-water regulatory compliance/watershed protection, resilience and climate change, sustainability, trail mapping, and solid waste/recycling.
- Assists with regional planning and services programs and Working Group activities related to community planning, finance, housing, information technology/cybersecurity, municipal grants, the Plan of Conservation and Development (POCD), procurement, public works, and transportation planning.
- Administers the Multi-Jurisdiction Hazard Mitigation Plan and update process for the South Central Region.
- Administers the Regional GIS Program, including collaborating with the SCRCOG GIS Vendor on improvements and updates.

- Administers the Regional Recreational Trails Program, including collaboration with municipalities and land trusts on potential mapping updates and improvements.
- Assists in the coordination of Sustainable CT initiatives and programs, and provide technical support related to Sustainable CT to SCRCOG municipalities.
- Provides staff support to Regional Planning Commission (RPC) including review of zoning and subdivision proposals occurring along town boundaries.
- Provides support to advisory committees and municipal Services Working Groups by coordinating and scheduling meetings, preparing agendas, attending meetings, taking minutes when required, and distributing minutes or other meeting materials.
- Collects digital parcel files and associated property assessment data (CAMA report) for the fifteen SCRCOG municipalities, and submits report to the Office of Policy and Management in accordance with section 7-100I of the Connecticut General Statutes.
- Manages consulting contracts, including developing the scope of work, supervising consultant(s), and monitoring for compliance with contract terms.
- Researches and analyses a variety of regional planning and municipal services issues. Produces clearly written, timely products, including text and graphics in the form of memoranda, reports, brochures or presentation.
- Researches and analyzes grant opportunities that may be available to the region or to individual municipalities, and, when determined to be feasible, assists in pursuing regional grants through research, fact-gathering, and drafting of application materials, or assists and supports municipalities with their individual grant applications.
- Monitors state and federal programs and activities to keep the Director of Regional Planning and Municipal Services abreast of program challenges and opportunities.
- Coordinates with the municipalities and state agencies to ensure compliance with applicable Connecticut General Statutes.
- Prepares and distributes Newsletter, Annual Report, and annual Demographic Profile.
- Assists in the preparation and distribution SCRCOG Board, Executive Committee, and Transportation Committee meeting agendas and minutes.
- Additional responsibilities include: attending SCRCOG Board meetings as well as SCRCOG-related meetings with municipal, state and federal entities; attending meetings, conferences, workshops, and training sessions to enhance knowledge and skills; identifying opportunities for and providing technical informational and planning assistance to member municipalities; collaborating with adjacent Councils of Governments as needed; and assisting the Director of Regional Planning and Municipal Services and Executive Director as needed or directed.

NOTE: The duties listed above 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. This job description does not constitute an employment agreement between the employer and employee.

Desired Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of urban planning including transportation, land use and environmental planning/sustainability
- Research methods and analysis
- Project development, implementation, and management
- Computer equipment and advanced uses of word processing, spreadsheet, graphics, and teleconferencing platforms such as Zoom.
- Geographic Information Systems

Ability to:

- Research and analyze various factors involved in regional planning.
- Communicate clearly and effectively orally and in writing, including the editing, oversight, or preparation of technical reports, and the presentation of information.
- Coordinate and facilitate meetings.
- Establish and maintain effective working relationships with SCRCOG Board, staff, municipal leaders, federal and state agencies, and other community stakeholders.
- Organize, coordinate, and prioritize multiple project assignments

Qualifications

To be considered, applicants must have a bachelor's degree from an accredited university in urban/city/regional planning, public administration/policy, or a related field and a minimum of 1-3 years of planning experience. A master's degree is preferred.

Proficiency in using Microsoft Office (Word, Excel, and PowerPoint). Experience using ArcGIS (Desktop/ArcPro) and Adobe Creative Suite is preferred.

A combination of education and experience that demonstrates the ability to meet the requirements of the position may also be considered.

Salary and Benefits

Salary will be commensurate with applicant's experience and qualifications (target salary of \$60,000).

SCRCOG provides a generous benefits package including health, dental, life insurance, and paid vacation and sick leave. Additionally, SCRCOG offers a retirement plan.

Application Process

To apply, submit a cover letter, resume, three contacts of professional references (form attached), and voluntary affirmative action questionnaire (form attached) to Mr. Carl Amento, Executive Director, at jobs@scrcog.org. Applicants may be asked to provide additional information.

Applications will be accepted until Friday, August 5, 2022, or until the position is filled (date extended).

Questions may be directed to Mr. Carl Amento, Executive Director at jobs@scrcog.org.

SCRCOG is an Affirmative Action/ Equal Opportunity Employer.

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Professional References Contact Form

Position Applied For: _____ Date: _____

APPLICANT INFORMATION		
Last Name:	First Name:	Middle Initial:
Street Address:		Apartment/Unit #:
City:	State:	ZIP Code:

REFERENCE 1	
Full Name:	
Title:	Organization:
Street Address:	
Phone:	Email Address:
Relationship:	

REFERENCE 2	
Full Name:	
Title:	Organization:
Street Address:	
Phone:	Email Address:
Relationship:	

REFERENCE 3	
Full Name:	
Title:	Organization:
Street Address:	
Phone:	Email Address:
Relationship:	



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Voluntary Affirmative Action Questionnaire

The South Central Regional Council of Governments (SCRCOG) considers applicants for all positions without regard to race, color, religion, sex, national origin, age, or disability. As required, we comply with state and federal government Affirmative Action regulations and SCRCOG's Affirmative Action Policy Statement adopted by the SCRCOG Board.

In an effort to comply with requirements regarding government record keeping, reporting, and other legal obligations, we ask that you complete this applicant data survey, which will be filed separately from your application.

Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Position Applied For: _____ **Date:** _____

SECTION I: APPLICANT INFORMATION		
Last Name:	First Name:	Middle Initial:
Street Address:		Apartment/Unit #:
City:	State:	ZIP Code:

SECTION II: REFERRAL SOURCE (Select one answer)			
<input type="checkbox"/> SCRCOG Website	<input type="checkbox"/> Employee/Municipality	<input type="checkbox"/> New Haven Register	<input type="checkbox"/> La Voz Hispana
<input type="checkbox"/> SCRCOG E-Mailing List	<input type="checkbox"/> CCM	<input type="checkbox"/> Hartford Courant	<input type="checkbox"/> Inner City News
<input type="checkbox"/> Other (please specify): _____			

SECTION III: APPLICANT AFFIRMATIVE ACTION DATA	
Gender (Select one answer):	<input type="checkbox"/> Male <input type="checkbox"/> Other (please specify): _____ <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to respond
Race and Ethnicity (Select all that apply):	
<input type="checkbox"/> White or Caucasian	<input type="checkbox"/> Asian
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Other (please specify): _____
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Prefer not to respond

Revised: March 2022

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