



**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

## **Director of Regional Planning and Municipal Services**

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

Title: Director of Regional Planning and Municipal Services

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

Revised: September 28, 2022

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

### **Position Overview**

---

The Director of Regional Planning and Municipal Services manages the agency's regional planning and municipal services programs, including general administration, policy development, project management and effective communication and relationships with federal, state, and local agencies.

### **Management and Supervision**

---

This position reports to, and works under the general direction of, the Executive Director. The Director of Regional Planning and Municipal Services exercises considerable initiative and independent judgment within an assigned area of responsibility, and work is subject to evaluation on the basis of results obtained.

The Director of Regional Planning and Municipal Services supervises the Regional Planner position and the internship program.

May assume Executive Director level duties in the absence of the Executive Director, Deputy Director, and Finance Director or at the direction of the Executive Director.

### **Examples of Essential Duties and Responsibilities**

---

- Directs regional land use and environmental planning and municipal services programs by supervising regional planning staff, developing initiatives, working with and managing consultants working on related projects, communicating initiatives with municipal leaders and employees, and encouraging collaboration among SCRCOG municipalities.

- Serves as primary staff to the South Central Regional Planning Commission (RPC), as established in SCRCOG By-Laws, including review of zoning and subdivision proposals occurring along town boundaries, and review of municipal plans of conservation and development.
- Administers updates to the Regional Plan of Conservation and Development (POCD) through the guidance of the RPC, and reviews grant applications proposed to be submitted by SCRCOG member municipalities for consistency with the (POCD).
- Administers the Regional Housing Plan updates, including coordination between consultant team and the municipalities.
- Administers the SCRCOG Regional Purchasing Consortium in accordance with best practices, SCRCOG purchasing policies, and CT General Statutes.
- Leads regional planning and services programs and Regional Working Group activities related to community planning, finance, housing, information technology/cybersecurity, municipal grants, procurement, and public works.
- Supports projects 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, recreational trails, transportation planning, and solid waste/recycling programs.
- Manages consulting contracts, including developing the scope of work, developing the budget, and interviewing and selecting consultant(s); supervises consultant(s) and monitors for compliance with contract terms.
- Reviews state and federal programs and legislation to stay current on funding opportunities related to the municipalities such as the American Rescue Plan Act (ARPA) and the Infrastructure Investment and Jobs Act (IIJA).
- Researches and analyzes 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 presentations.
- Researches and analyzes grant opportunities that may be available to the region or to individual municipalities, and, when determined to be feasible, pursue regional grants through research, fact-gathering, and drafting of application materials, or assist and support municipalities with their individual grant applications. Monitor for compliance with award and contract terms and reporting.
- In conjunction with the Finance Director, prepares proposed operating budget for SCRCOG's regional planning and municipal services programs. Provides support to Finance Director and Financial Manager with procurement, bookkeeping, grant administration and the processing of financial transactions as needed.

- Coordinates planning activities with municipalities and state agencies to ensure compliance with applicable Connecticut General Statutes.
- Facilitates public outreach/participation/education for various initiatives in order to create a proactive and robust public participation process.
- Establishes and maintains contacts with local, regional and state organizations in order to advance SCRCOG's programs and create productive collaborations.
- Manages and develops enhanced SCRCOG website content. Coordinates website improvements with website vendor.
- Provides technical information and planning assistance to member municipalities regarding land use and environmental planning, municipal services, and other SCRCOG-provided services.
- Assists in the preparation and distribution of SCRCOG Board and Executive Committee meeting agendas and minutes, including supervision of creation of the monthly SCRCOG Newsletter by the Regional Planner.
- 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 Executive Director as needed or directed.

**NOTE:** The duties listed above are intended 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 public administration and urban/regional planning including transportation, land use, and environmental planning/sustainability
- Project development, implementation, and management
- Municipal services and operations, such as community planning, finance, housing, information technology/cybersecurity, municipal grants, procurement, and public works.
- Budgets of public organizations with multiple funding sources

- Research methods and data analysis
- Computer equipment and proficient use of software such as word processing, spreadsheets, graphics, teleconferencing platforms such as Zoom, and mapping platforms such as ArcGIS

Ability to:

- Supervise staff, manage personnel issues, delegate tasks, and provide organizational leadership
- Think critically and plan strategically
- Research and analyze issues involved in regional land use and environmental planning and municipal services
- Communicate clearly and effectively orally and in writing, including the editing, oversight, or preparation of technical reports, and the presentation of complex bodies 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 or regional planning, public administration, government, or a related field and progressively responsible planning or project management experience. At least one year of experience should be in a supervisory capacity. A master's degree is strongly preferred.

Certification as a Planner by the American Institute of Certified Planners (AICP) is expected upon hiring or it must be obtained within two-years of employment.

Proficiency in using Microsoft Office (Word, Excel, and PowerPoint) is expected. Solid understanding of, and experience using, GIS and mapping software is also expected. Experience using Canva or 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 is negotiable and will be commensurate with applicant's experience and qualifications (maximum salary of \$77,000).

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](mailto:jobs@scrcog.org). Applicants may be asked to provide additional information.

Applications will be accepted until **Wednesday, October 12, 2022 at 4:00 PM local time, or until the position is filled.**

Questions may be directed to Mr. Carl Amento, Executive Director at [jobs@scrcog.org](mailto:jobs@scrcog.org).

**SCRCOG is an Affirmative Action/ Equal Opportunity Employer.**