

Regional Planner

Position Purpose

The purpose of this position is to provide planning, research, administrative, and policy analysis support for the Director of Regional Planning and Municipal Services, the Executive Director and the member municipalities of the South Central Regional Council of Governments (SCRCOG). SCRCOG is a Regional Planning Organization which provides planning, resources, and programming to the 15 municipalities in the Greater New Haven area. SCRCOG, which has provided services to its region for over 60 years, has a small staff who collaborate on a wide variety of projects and who manage consultants selected to pursue specialized projects for the benefit of the region's municipalities.

The Regional Planner will be involved specifically in sustaining, creating and executing organizational initiatives in the areas of land use, environmental, housing, hazard mitigation, GIS, identifying grant opportunities, and community development planning and programming. The planner will also be expected to assist with municipal services-related activities such as information technology/cybersecurity, procurement, energy, stormwater, and solid waste, recycling, food waste diversion and composting initiatives involving SCRCOG municipalities. The planner will be expected to be involved in managing and coordinating multiple projects concurrently and will be directly involved in departmental decision-making alongside their direct supervisor and the other SCRCOG staff. Opportunities will be provided for the planner to work in subject areas which further his or her interests.

Supervision

Candidate will perform a variety of managerial, administrative, and planning duties requiring skill in research, oral presentations and writing reports as well as the exercise of considerable judgement. A broad knowledge of planning principles, office procedures, project management and municipal operations would be ideal. The candidate will also be responsible for carrying projects through to completion.

Supervision Received: Works under the general direction and direct supervision of the Director of Regional Planning and Municipal Services.

Supervision Given: Assists with the management and delegation of tasks with SCRCOG interns.

Job Environment

Work will occur in a collaborative office with minimal interruptions. The planner will be provided with a private office workspace, a desktop computer and a laptop for remote work. The planner will be expected to work 35 hours a week between the hours of 8:30am to 4:00pm Mon-Fri. Work will be expected to take place in person at the North Haven CT based office with a remote option when appropriate and approved by direct supervisor.

The position requires a knowledge of the operation of telephones, computers, copiers, and other standard office equipment.

Makes frequent and periodic contact with staff of member municipalities, elected officials, state agencies, federal agencies, regional agencies, consultants, and other service providers; communication is frequently in person, by telephone, by email, in writing or at hybrid meetings.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the several 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.

The applicant will be expected to balance their work week between both regional planning and municipal services activities. The descriptions below outline examples of the distinct tasks that fall within these two categories.

Regional Planning

- Coordinates regional planning programs related to the Regional Plan of Conservation and Development (RPOCD), energy conservation, environmental protection, disaster planning and recovery, hazard mitigation, land use, municipal storm water regulatory compliance/watershed protection, resilience and climate change and sustainability.
- Functions as staff support to Regional Planning Commission (RPC) including the review of zoning and subdivision proposals, zoning text amendments and assists in the management of monthly RPC meetings.
- Supports the drafting and execution of activities established in the Regional Housing Action Plan
- Assists in the preparation of the SCRCOG Region Multi-Jurisdiction Hazard Mitigation Plan.
- Assists in the administration of the Regional GIS Program, including collaborating with the SCRCOG GIS Vendor on improvements and updates.
- Researches and analyses a variety of regional planning issues. Produces clearly written, timely products, including text and graphics in the form of memoranda, reports, brochures, or presentation.
- Monitors state and federal programs and activities to keep the Director of Regional Planning and Municipal Services abreast of potential programmatic challenges and opportunities.
- Tracks and monitors state planning initiatives, related policy proposals, and disseminates pertinent information to member municipalities.

Municipal Services

- Assists with municipal services programs and various Regional Working Group activities related to community planning, finance, housing, information technology/cybersecurity, municipal grants, procurement, public works, trail mapping, solid waste/recycling and food waste diversion/composting.
- Assists in the administration of 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, SolSmart and EV Readiness initiatives and programs, and provides technical support related to such initiatives to SCRCOG municipalities.

- 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) from the fifteen SCRCOG municipalities and submits a report to the Office of Policy and Management in accordance with section 7-100l of the Connecticut General Statutes.
- Works with SCRCOG's Grant Consultants by researching and analyzing grant opportunities that may be available to the region or to individual municipalities, and assists in pursuing regional grants through research, fact-gathering, and drafting of application materials.
- Assists and supports municipalities with their individual grant applications.
- Supports the preparation of the monthly SCRCOG Newsletter, Annual Report, and periodic updates to the regional Demographic Profile.

Other Functions

- Performs similar or related work as required, directed or as the situation dictates.
- Assists other SCRCOG departments, such as Transportation/Transit Planning or Emergency Management related projects.
- Performs a variety of administrative tasks and program management such as distributing agendas, recording minutes, executing survey campaigns, and managing hybrid meetings.
- Attends various SCRCOG-related meetings with municipal, state, and federal entities and residents.
- A willingness to attend conferences, workshops, and training sessions to enhance knowledge, build skills, and further develop planning talents. (SCRCOG will be willing to pay associated costs of attendance when appropriate)
- Work closely with the Director of Regional Planning and Municipal Services and Executive Director on developing new programming for regional planning and municipal services.

Minimum Required Qualifications

Education, Training, and Experience

To be considered, applicants must have a bachelor's degree from an accredited university in urban or regional planning, public administration, public policy, political science or a related field, and a minimum of 1-3 years of professional experience ideally in a planning-related organization. An applicant who has attained a Masters Degree from an accredited university in urban or regional planning, public administration, political science or a related field is desirable.

Proficiency in Microsoft Office Products and hybrid meeting management software (Zoom, Teams etc.) is required.

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.

Special Requirements

None

Knowledge, Ability and Skill

Knowledge

- Principles and practices of planning including an understanding of key current transportation, land use, environmental, and housing related planning concepts
- Knowledge of Connecticut municipal operations
- Research methods and analysis
- Project development, implementation, and management
- Foundations of Geographic Information Systems utilization for planning purposes

Ability

- Research and analyze current trends in regional planning and services
- 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 both in person and hybrid
- 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

Errors and Omissions

Errors in judgment or omissions could result in delay of services or rework, monetary loss, and legal ramifications.

Physical and Mental Requirements

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects; and reach with hands and arms and talk or hear; occasionally required to stand, kneel and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close and distance vision, and the ability to adjust focus. This position requires the ability to operate a keyboard at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Salary and Benefits

Salary will be commensurate with applicant's experience and qualifications. The current budgeted salary of \$60,000 represents the FY2023 maximum offer. The current salary will be reconsidered for an increase during the FY24 budgeting process.

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 February 8, 2023, or until the position is filled.

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

SCRCOG is an Affirmative Action/ Equal Opportunity Employer.

Disclaimer

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.