

**South Central Region Council of Governments (SCRCOG)
Job Description**

Job Title	Regional Planner
Department	Regional Planning
Category	Full-Time
FSLA	Hourly
Pay Grade	
Report to:	Director of Regional Planning
Supervises:	

Position Summary/Purpose:

The purpose of this position is to provide planning, research, administrative, and policy analysis support for the Director of Regional Planning, the Executive Director and the member municipalities of the South Central Region 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. Assists with managing 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 programing. 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 Regional 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 supervisor and the other SCRCOG staff.

Essential Job 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.)

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.

- Researches and analyses a variety of regional planning issues.
- Assists in the administration of the Regional Recreational Trails Program, including collaboration with municipalities and land trusts on potential mapping updates and improvements.
- Produces clearly written, timely products, including text and graphics in the form of memoranda, reports, brochures, or presentations.
- Monitors state and federal programs and activities to keep the Director of Regional Planning abreast of potential programmatic challenges and opportunities.
- Tracks and monitors state planning initiatives, related policy proposals, and disseminates pertinent information to member municipalities.
- Facilitates public engagement on a variety of projects and/or plans and assists in collecting public/stakeholder feedback.

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 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.
- 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.
- 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 Planning or Emergency Management on relevant 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 citizens.
- 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 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; or any equivalent combination of education, training, and work experience.

Special Requirements:

Must have and maintain: Valid CT Driver's License

Knowledge, Ability and Skill:

- 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.
- 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.

Job Environment:

Office work is performed in a moderately quiet office. Field work is performed outdoors in all weather conditions and often on uneven, wet terrain, including construction sites and undeveloped lands.

Requires the operation of a vehicle, the operation of telephones, computers, including an advanced GIS program, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with Regional, State and Federal agencies, departments and organizations, municipal departments and staff, residents, developers, attorneys, commission members, engineers, surveyors, architects, archaeologists, and the general public. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require confident, tactful presence and calm demeanor.

Errors in judgment or omissions could result in delay in service, injury to self, rework and legal ramifications and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Driving		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing			X	
Using hands/fingers to handle/feel/type				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling	X			
Bending, pulling, pushing -filing		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud Gack hammer work)	X			

Vision

requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

(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.)