

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

Job Title	Director of Regional Planning and Municipal Services
Department	Regional Planning
Category	Full-Time
FSLA	Hourly
Pay Grade	
Reports to:	Executive Director
Supervises:	Regional Planner and Municipal Services Coordinator

Position Summary/Purpose:

The Director of Regional Planning and Municipal Services manages the agency’s regional planning and municipal services programs, including housing, climate pollution reduction, hazard mitigation, coastal resilience, stormwater control, land conservation, economic development, open space planning and more. The position also involves general administration, policy development, project management, and effective communication and relationships with federal, state, and local agencies.

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 logistical assignment to the position.)

- Directs regional land use and environmental planning 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 updates to the Regional Housing Plan, including coordination between the selected consultant team and the municipalities.
- Administers updates to the Regional Hazard Mitigation Plan, including coordination between the selected consultant team and the municipalities.
- 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.

- Researches and analyzes a variety of regional planning issues. Produces clearly written, timely products, including text and graphics in the form of memoranda, reports, brochures and/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 programs. Provides support to Finance Director 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.
- Provides technical information and planning assistance to member municipalities regarding land use and environmental planning.
- Supervises the summer Sustainable CT Fellow and up to two UConn School of Public Policy interns through the Internship and Professional Practice (IPP) Program.

Other Functions:

- Performs similar or related work as required, directed or as the situation dictates.
- Occasionally assists other SCRCOG departments, such as Transportation/Transit Planning, Municipal Services, or Emergency Management on relevant projects.
- Displays a willingness to attend, in-person or virtually, 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 and with prior approval).

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, government, or a related field and progressively responsible planning or project management experience. A combination of education and experience that demonstrate the ability to meet the requirements of the position may also be considered. At least one year of experience in a supervisory capacity is a plus. A master's degree is preferred.

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

Special Requirements:

Must have and maintain: Valid CT Driver's License

Knowledge, Ability and Skills:

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
- Research methods and data analysis
- Proficient use and/or knowledge of computer equipment and software such as the Microsoft Office Suite, graphics (ex., Canva, InDesign), teleconferencing platforms such as Zoom and Teams, and mapping platforms such as ArcGIS.

Ability to:

- Supervise staff, delegate tasks, and provide organizational leadership
- Think critically and plan strategically
- Research and analyze issues involved in regional land use and environmental planning;
- 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

Job Environment:

Office work is performed in a moderately quiet office, with occasional visits to offices of municipal and state officers or staff members, and frequent virtual meetings and telephone conferences with municipal and state officers and staff members. Field work is occasionally performed outdoors in all weather conditions and sometimes on uneven, wet terrain, including construction sites and undeveloped lands.

Requires the operation of a vehicle, the operation of telephones, computers, copiers, facsimile machines, virtual conferencing equipment and other standard office equipment.

Makes frequent 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, video conferencing, fax, email, and in writing. In-person contacts require confident, tactful presence and calm demeanor.

Errors in judgment or omissions could possibly 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 (jack 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.)