

## South Central Regional Council of Government (SCRCOG) Job Description

*Date Posted: April 30, 2026*

Job Title	Regional Housing Planner
Category	Full-Time
FSLA	Hourly
Report to:	Director of Regional Planning and Regional Services
Supervises:	None

### **Position Summary/Purpose:**

The purpose of this position is to support regional and municipal housing planning initiatives coordinated by the South Central Regional Council of Governments (SCRCOG). The Housing Planner will assist in advancing regional housing strategies through planning, research, data analysis, and technical assistance to member municipalities.

The position supports implementation of state housing requirements, including those under applicable Connecticut General Statutes and Public Act 25-1, by contributing to regional plans, assisting municipalities with local planning efforts, and providing data-driven insights to inform policy decisions.

This position emphasizes planning, analysis, and coordination, working collaboratively with SCRCOG staff, member municipalities, and partner agencies to integrate housing into broader regional planning efforts.

### **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.*

- Assists in coordinating regional and municipal housing planning initiatives and supports housing growth efforts by facilitating inter-municipal collaboration, assisting in planning activities, and communicating housing-related initiatives with municipal leaders, staff and partners.
- Assists in the preparation, update, and implementation of the Regional Housing Growth Plan and related planning documents, including research, data analysis, mapping, and coordination with municipalities and consultants.
- Assists municipalities in the development and alignment of housing-related plans and policies with the Regional Housing Growth Plan by conducting research, analyzing land use and housing trends, and providing technical planning support and best practice guidance.
- Assists in the identification and analysis of developable land across the region using GIS, mapping, and data analysis, consistent with criteria established under the Connecticut General Statutes.

**Essential Job Functions (cont.):**

- Provides staff support to the Regional Housing Working Group, including preparing agendas and materials, summarizing discussions, and supporting collaboration among municipalities on housing-related planning efforts.
- Conducts research and analysis of regional housing data—including permit activity, deed-restricted units, certificates of occupancy, and other key indicators—to support planning efforts, policy development, and evaluation of housing trends and needs.
- Conducts research on zoning and housing strategies and translates findings into planning tools, guidance, and recommendations to support regional and municipal efforts.
- Assists in translating housing policy and regulatory guidance into planning tools, templates, and resources to support local planning and implementation.
- Monitors and interprets state legislation and guidance from the CT Office of Policy and Management (OPM), the CT Department of Housing (DOH), and related programs to support regional planning and provide technical assistance to municipalities.
- Assists in ensuring that regional housing planning efforts reflect current state and federal guidance by coordinating with from the CT Office of Policy and Management (OPM), the CT Department of Housing (DOH), and other agencies.
- Contributes to consultant-supported planning projects by assisting with scope development, selection processes, and coordination of planning activities and deliverables.
- Assists with public engagement activities related to housing planning, including preparation of outreach materials, presentations, and reports to support informed participation by municipalities and the public.
- Collaborates with SCRCOG's Regional Planning, Municipal Services, and Transportation teams to integrate housing considerations into broader planning efforts, including the Regional Plan of Conservation and Development and related studies.
- Supports the work of municipal and/or regional Fair Rent Commissions through research, data analysis, and preparation of materials to inform housing-related discussions and decisions.
- Participates in SCRCOG Board meetings and meetings with municipal, state, and federal partners; assists in identifying opportunities to provide planning and technical support to member municipalities; and prepares and delivers presentations at public meetings, workshops, and regional events.

**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, Regional 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.

**Minimum Required Qualifications:**

Education, Training and Experience:

A bachelor's degree in urban or regional planning, geography, public policy, or a related field, and 2–4 years of professional planning experience (housing experience preferred but not required), or a master's degree in planning or a related field may substitute for experience; or any equivalent combination of education, training and work experience.

Special Requirements:

Must have and maintain: Valid CT Driver's License

Ability to attend occasional evening meetings or workshops, as required

**Knowledge, Ability and Skills:**

- Knowledge of Connecticut municipal planning and land use processes.
- Strong research, analytical, and problem-solving skills, including the ability to interpret data and trends.
- Ability to conduct planning-related research and analysis, including housing, land use, and demographic trends.
- Ability to prepare clear, concise, and well-organized reports, memos, and presentations.
- Effective oral and written communication skills, including the ability to present technical information to a variety of audiences.
- Ability to support and participate in meetings, workshops, and public engagement processes in both in-person and virtual settings.
- Ability to establish and maintain effective working relationships with SCRCOG staff, municipal officials, partner agencies, and stakeholders.
- Strong organizational skills and ability to manage and prioritize multiple assignments.
- Familiarity with Connecticut housing, land use, and community development programs (e.g., CT Department of Housing, CT Department of Economic and Community Development, CT Community Development Block Grant Program).
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint).
- Experience with GIS, mapping, or data visualization tools is strongly preferred.
- Familiarity with zoning regulations and Plans of Conservation and Development preferred
- Progress toward or interest in AICP certification preferred.

**Job Environment:**

Office work is performed in a moderately quiet office, with occasional visits to the 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.

**Job Environment (cont.):**

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 public. Communication is frequently in person, by telephone, video conferencing, fax, email, and in writing. In-person contacts require a confident, tactful presence and a 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 the 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.*