

Planner/Research Analyst

RESEARCH ANALYST I/II

JOB RECRUITMENT #17-03

SALARY RANGE	Low to High \$40,000s (position level & salary commensurate with education & experience)
LOCATION	Office of Smart Growth
CLOSING DATE	When position is filled
AREAS OF CONSIDERATIONS	All sources

Job Description

The Delaware Valley Regional Planning Commission (DVRPC) seeks a motivated planner/research analyst with interest and experience in the fields of smart growth, transportation/transit planning, and community revitalization. This is a planning and policy research position assisting and performing analytical work, conducting studies, and facilitating outreach and dialogue to member governments and planning partners.

The Office of Smart Growth conducts planning activities and technical studies throughout the nine-county Philadelphia metropolitan region. The purpose of this work is to better coordinate transportation planning and investments with land use planning, to foster efficient land use patterns and zoning that supports a diversity of housing choices, walkable neighborhoods, and livable and equitable communities. Studies and initiatives can focus on broad policy issues for the entire region, or specific place-based work, on topics such as community revitalization, transit-oriented development, master planning and visioning, zoning, shared services, place-based marketing, and travel and tourism infrastructure. Beyond studies and plans, the Office of Smart Growth also develops tools and technical assistance to member governments, such as our municipal implementation tool brochure series and our interactive web map, the Smart Growth Project Database, among others. The Office also leads ongoing programs including the Transportation and Community Development Initiative grant program, the Classic Towns of Greater Philadelphia marketing program, and the Strategies for Older Suburbs (SOS) Roundtable Series. In addition, the Office of Smart Growth plans several small and large events for member governments and the planning community each year to harness the experience of our region's community and economic development practitioners, and share best practices.

The Planner/Research Analyst's work is to be performed in accordance with well-defined objectives and professional standards under the close technical supervision of the Senior Planning and Design Analyst.

Responsibilities

- Perform data collection, research and data analyses and interpretation for studies and initiatives.
- Conduct field work for place-based studies, assessing existing conditions and community concerns.
- Assist with managing study steering committees and organizing meetings.
- Create and give presentations to internal and external groups.
- Assist with developing surveys for member governments and evaluating the results.
- Write reports, memoranda, and summaries of findings and recommendations.
- Assist with planning events, such as our SOS Roundtables and Breaking Ground Conference, including developing agendas, soliciting speakers, leading question and answer sessions, and organizing event logistics.
- Assist with writing and developing social media content for our Classic Towns of Greater Philadelphia website.
- Represent DVRPC in outside meetings as directed.
- Perform related work as directed.

Qualifications

- Knowledge of and interest in the principles, practices, and objectives of city and regional planning, with a focus on smart growth, community development, and/or integrated transit and land use planning.
- Strong quantitative skills with an ability to analyze and interpret data.
- Excellent writing skills with ability to prepare reports that are clear, concise, and technically sound.
- Ability to make oral presentations to diverse stakeholders.
- Ability to establish and maintain effective working relationships with associates, planning officials, and the public; strength at listening and drawing conclusions; skill at bringing different viewpoints to consensus.
- Ability to work both independently and as part of a team, and willingness to take supervisory direction.
- Ability to focus on details and possess strong organizational skills.
- Experience in, or demonstrated interest in learning, effective use of social media platforms.
- Expertise with Microsoft Excel, Word, and PowerPoint. The ability to conduct geographic analysis and create maps, graphics, and document layouts using ArcGIS and the Adobe Suite is a plus.

Minimum Experience & Training

ONE to THREE YEARS of professional experience in city/regional planning and such training as may have been gained through graduation from a four year college/university, with major course work in a planning-related discipline. A master's degree in city or regional planning or related discipline may be substituted for one year of professional experience.

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. To learn more about our work culture and benefits, visit our website: www.dvrpc.org/HumanResources/

DVRPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION. MINORITY, DISABLED, AND VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. NOTE: MUST HAVE PERMANENT RESIDENCY STATUS AND WORKING PAPERS.

TO APPLY, SEND RESUME / CV WITH COVER LETTER TO HUMAN RESOURCES VIA:

EMAIL: RESUMES@DVRPC.ORG; OR

FAX: 215-592-9125; OR

MAIL: 190 N. INDEPENDENCE MALL WEST / 8TH FLOOR / PHILADELPHIA, PA 19106-1520