

JOB DESCRIPTION

TITLE: Senior Planner - Housing and Land Use

CATEGORY: Full Time Professional (Exempt)

SUPERVISOR: Senior Planner - Housing and Land Use works under the supervision of the Executive Director

SALARY RANGE: Salary range \$65,000 - \$80,000, depending on qualifications and experience.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS: Employee primarily engages in technical planning support work to advance local and regional housing initiatives and programs.

- Perform and provide professional level planning and technical assistance to advance local and regional housing initiatives
- Manage project teams on city/town-wide housing plans, neighborhood plans, zoning analyses and amendments, and other projects
- Work independently to undertake and complete Housing Production Plans; housing elements of master plans; action plans for local housing committees, trusts, and other entities; research studies; and other projects
- Draft zoning, permitting procedures, and design guidelines to create and preserve housing, mixed-use development, affordable housing, inclusionary and incentive zoning
- Develop and draft handbooks, guides, or manuals outlining zoning, permitting, or related procedures
- Evaluate zoning, permitting, and related procedures and make recommendations to reduce barriers and streamline development in priority development areas, areas targeted for redevelopment, or other suitable locations
- Develop strategies to effectively utilize public resources for housing purposes, such as for new programs, a Regional Housing Services Office, an Affordable Housing Trust, or various committees
- Conduct research and data analysis, such as housing market analyses, assessment of housing needs, and audits of local tools
- Develop and use data-driven methodologies to assess development constraints and identify opportunities
- Research and prepare reports, studies, and presentations on best practices pertaining to housing, housing market trends, public policies and programs, housing impacts, development barriers, and the like
- Design, organize, and facilitate public forums, workshops, and other digital and in-person community engagement events, support inclusive and equitable outreach, and synthesize public input on zoning, housing, or other plans and reports
- Develop housing communications campaigns to raise awareness, educate the public, and build support for housing initiatives
- Liaise to member communities on housing related matters
- Prepare and review housing elements of master plans

- Present information and recommendations to the NMCOC Council, city councils and select boards, committees, advisory committees, member municipalities, and the public
- Attend evening meetings and occasional weekend events, as required
- Find innovative solutions and recommendations for municipalities or other agencies to encourage market-rate and affordable housing production, homeownership opportunities, and complete neighborhoods
- Perform other duties as assigned

REQUIRED SKILLS

- Experience working on housing plans, policy development or implementation, and/ or housing development
- Experience providing planning and zoning assistance to municipalities
- Experience gathering and analyzing data and preparing technical documents and reports, ranging from working with large quantitative data sets to qualitative research strategies
- Experience leading and managing projects, including delegation, quality control, budget management, and organizational skills
- Experience working with diverse populations of community stakeholders, government officials, and others, in both urban and suburban settings
- Experience leading public participation strategies, working with diverse and hard-to-reach communities, and complying with Title VI of the Civil Rights Act of 1964
- Ability to facilitate groups
- Ability to write coherent documents ranging from technical reports to compelling materials for laypeople
- Ability to think critically and creatively
- Ability to design visual communications materials, including presentations, boards, and handouts
- Ability to manage a significant workload consisting of multiple, varied, and complex projects, sometimes with competing priorities
- Ability to work on a team, coordinate with others, and collaborate on project work
- Ability to work independently, self-start, and follow through on assigned tasks
- Ability to establish and maintain effective working relationships with member municipalities, state and federal agencies, utilities, nonprofit organizations, advocacy groups, consultants, and the public
- Ability to edit or draft zoning codes, subdivision codes, and other land use regulations including knowledge of form-based codes, overlay districts, site plan review guidelines, historic district guidelines, Transfer of Development rights, Transit Oriented Development, and incentive or inclusionary zoning
- Ability to use Microsoft Office 365 Suite, and experience using mapping software and data visualization tools helpful
- Knowledge of local, state, and federal housing and land use policies, laws, regulations, and programs, including M.G.L. Chapter 40A, 40B, and 40R, the Community Preservation Act, the Housing Choice Initiative, HOME, CDBG, and Fair Housing

- Familiarity with federal programs such as LIHTC, Choice Neighborhoods, and Section 8 Housing Vouchers
- Knowledge of municipal governance structures
- Knowledge of housing or real estate development and finance
- Knowledge of community outreach and engagement strategies

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Candidates for this position must have either a Master's degree in urban/regional planning, real estate development, public policy/management, urban design/architecture, or a closely related field and at least 5 years of relevant job experience, or a Bachelor's degree plus 7 years of relevant job experience.

LICENSES, CERTIFICATIONS, AND EQUIPMENT

- A valid driver's license is required
- AICP certification preferred but not required

The position is open until filled and applications will be reviewed on a rolling basis. Interested candidates should submit a cover letter and resume to Jennifer Raitt, jraitt@nmcog.org. Candidates selected to interview will be asked to submit a sample of relevant writing or work product. Candidates must have legal authorization to work in the US and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. NMCOG participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States.

NMCOG offers excellent Massachusetts state employee benefits and a flexible, hybrid work environment. NMCOG is an Equal Opportunity and Affirmative Action Employer.