

Job Description

TITLE: Regional Land Use Planner I/II

CATEGORY: Full Time Professional (Exempt)

SUPERVISOR: The Regional Land Use Planner I/II works under the supervision of the Executive Director.

SALARY RANGE: Salary range \$55,000 to \$75,000, depending on qualifications and experience.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS: Employee primarily engages in technical planning support work to advance a variety of local and regional land use initiatives and projects in housing, economic development, and sustainability planning.

Job Responsibilities:

- Interprets and applies applicable local and State bylaws, ordinances, and policies
- Assists with updates to Master Plans, Housing Plans, Economic Development Plans, and Open Space and Recreation Plans
- Develops and helps advance short- and long-range implementation and action plans
- Conducts extensive research in specific or general project areas relative to housing, economic development, land use, and sustainability
- Writes and presents formal and technical reports, working papers, and correspondence
- Develops strategies to promote economic and community development or efficient land use consistent with community goals
- Recommends priorities, schedules, and funding sources to implement plans
- Writes, or assists in writing, a variety of bylaws, ordinances, and policies
- Attends evening and weekend meetings
- Interface with the public, and local and state officials relative to technical issues, including as primary representative of agency
- Prepare and deliver presentations to the public, as well as to local, state and federal officials, the business community and advocacy groups
- Maintain effective working relationships with local communities, regional, state and federal agencies, advocacy groups, consultants, the business community and the public
- Participate in technical committees, advisory committees, working groups and task forces, as appropriate.
- Maintain current knowledge concerning local, state and federal planning requirements, practices, policies and processes.

- Perform technical research and analysis and prepare reports and presentations
- Assist with grant research and application preparation and administration
- Manage project budgets and project teams

Minimum Qualifications:

REQUIRED SKILLS

- Well-developed knowledge of planning principles and practices
- In-depth knowledge of one or more planning specialization, such as land use planning/zoning, environmental planning, housing, or economic development
- Knowledge of housing analysis, economic development, land use, transportation, sustainable development, and other planning techniques and strategies
- Knowledge of principles, methodology, practices of research and data collection
- Strong technical, writing, and oral communication and public presentation skills
- Knowledge of statistical and data analytics
- Knowledge of computer programs and applications, including Microsoft Office Suite, econometric modeling, and database management
- Familiarity with GIS and spatial analysis software programs and applications
- Ability to work on several projects or issues simultaneously
- Ability to work effectively with community groups and government officials, especially local elected and appointed officials
- Group facilitation skills for use with community workshops
- Ability to work independently or in a team environment as needed

EDUCATION AND EXPERIENCE

Candidates must have either a Bachelor's degree in planning, public policy/management, urban design/architecture, economic development or a closely related field and at least 3 years of relevant experience; or a Master's degree in one of the above listed fields plus at least 2 years of relevant experience. A Master's degree and/or significant additional experience is required for the Planner II position.

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 may 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.