

## **SENIOR PLANNER**

### **About GPCOG:**

As the regional council for Maine's Greater Portland and Sebago Lakes areas, GPCOG is an association of cities and towns serving rural, suburban, and urban areas. We take pride in bringing communities of all sizes and interests together to collaborate on best practices and plan for the future of our growing region. We do this through a variety of programs, services, projects and initiatives – all with the goal of improving the lives of our community members and making our region the best in the country.

One of Greater Portland's greatest strengths is the growing diversity in its communities. The Greater Portland Council of Governments believes that diversity, equity, and inclusion considerations should shape every area of its work, internally and externally; internally, by creating and maintaining an inclusive organizational culture and, externally, by focusing explicitly on equity and inclusion to ensure increased accessibility and pathways to prosperity for all community members. Our work progresses when our team can draw on a wide range of personal experiences and backgrounds, and when each member is open to learning from the experiences of others, both internally and externally.

As an equal opportunity employer, GPCOG embraces all applicable state and federal laws and regulations and does not discriminate against applicants for employment or employees because of race, color, creed, religion, ancestry, national origin, sexual orientation, sex or gender, gender identity or expression, pregnancy, medical conditions, age, disability or other handicap, genetic information, marital/familial status, veteran status, military status, or income or status with regard to public assistance in any aspects of our personnel policies, working conditions, or hiring and recruitment.

To create and nourish a diverse workforce in the Greater Portland and Sebago Lakes region, GPCOG encourages members of groups traditionally underrepresented in local government and professional positions to apply for our open career opportunities.

GPCOG recognizes the value of a healthy work/life balance for our team members and as such, we provide a variety of benefits to promote that balance. GPCOG encourages opportunities for career advancement through tuition assistance and professional development opportunities, leadership programs, and participation in local and national organizations. GPCOG also offers flexible schedules and remote work options as well as paid time off and holidays. GPCOG employees also may be eligible for health, vision and dental insurance, employer paid short-term disability coverage, participation in a Defined Contribution retirement plan and Deferred Compensation Plans that employees can opt into for additional retirement funding.

### **About the Senior Planner position:**

GPCOG is looking for an experienced planning professional to provide a range of project management and planning services in support of local governments and regional partners throughout southern Maine.

The Senior Planner communicates with cities and towns, state and federal agencies, transit providers, organizational partners, and the public to ensure that our plans, programs, and investments are transparent, inclusive, and impactful. The Senior Planner will be exposed to a variety of regional

programs and projects, including, but not limited to land use, zoning, housing, transportation, and resiliency.

If you have what it takes to envision the endless possibilities for the Greater Portland, ME region and the drive to help execute that vision, then you're someone we want as part of our team! And if you want to part of a supportive, collaborative, fun, and flexible environment, then you're looking for GPCOG!

**What you'll do:**

- Provide project management services on complex, high-impact projects, staying on schedule and within budget.
- Provide responsive services to municipalities requesting planning services.
- Produce high quality deliverables that can be used as an example and future model.
- Conceptualize infrastructure in the context of the built environment.
- Participate in regional land use and transportation planning efforts. Examples include comprehensive plans, housing analysis/studies, transit-oriented development plans, corridor studies, implementation of Vision Zero and Complete Streets.
- Assist with the development of the two-year Unified Planning Work Program (UPWP) for the metropolitan planning organization (MPO), which specifies the region's short-term transportation planning priorities.
- Research best practices and emerging trends, technologies; identify potential funding opportunities; make related recommendations for implementation.
- Prepare maps, charts, and data visualizations; present findings and recommendations to a variety of audiences.
- Participate in various interagency, local, regional, and state meetings and activities.
- Share skills, knowledge, and work with others.
- Work as part of a team to create successful proposals for future work.
- Performs other duties of a similar nature and level as assigned.
- Manage consultants, as needed.

**What you bring:**

- Bachelor's degree in urban or regional planning, transportation planning, public policy, program/project administration, or another field that would support the candidate's ability to carry out the above responsibilities.
- At least five (5) years of relevant professional experience.
- Ability to understand challenges, think strategically, and identify/implement solutions.
- Excellent written and oral presentation skills and the ability to effectively communicate to a variety of audiences, including elected officials, technical staff, MPO committees/boards, and the public.
- Strong organizational, program/project management, and analytical skills (both qualitative and quantitative).
- Proficiency in working with spreadsheets and databases.
- Attention to detail and in applying quality-assurance procedures to all products and activities.
- A professional commitment to working towards the transportation goals for the region, including providing equitable access; supporting great places; improving safety; expanding transportation choices; protecting the environment; and optimizing infrastructure.

- Any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.

**What to know:**

- GPCOG operates its office in hybrid mode, allowing staff to work remotely or in-person as able. Driving, occasional travel, and extended hours may be required.
- GPCOG offers competitive benefits, a fun, flexible, and creative work environment, and an annual salary ranging from \$55,000 to around \$78,000 for the right candidate.
- People of color, people with disabilities, and veterans are welcome and encouraged to apply.

**What to do now:**

- Go to <https://tinyurl.com/ysz29msu> no later than September 8, 2023 to provide your contact information and upload the following:
  - A cover letter telling us why you want to join GPCOG's team as a Senior Planner.
  - Your résumé, highlighting your education, relevant experience, and skills.
- While not required, candidates may wish to consider providing a sample of their work that illustrates the competencies mentioned above.

**Learn more about us at [www.gpcog.org](http://www.gpcog.org)**