

BERKSHIRE REGIONAL PLANNING COMMISSION - POSITION DESCRIPTION

PART I: ORGANIZATIONAL INFORMATION

Position Title Senior Planner – Environmental & Sustainability	Effective Date of Position Description: October 20, 2020
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PART II: POSITION SUMMARY

This section contains a summary of the main responsibilities and requirements for all Senior Planner positions within BRPC. Specific responsibilities and requirement for individual staff persons are described in PART III.

The main responsibilities of this position are:

1. Program / Project Responsibilities:

The Senior Planner serves as a staff lead person for multiple complex planning projects. Responsibilities include:

- Program / project development, including conceptual development of possible projects, identification of funding sources and grant writing and grant preparation, development of scopes of work and budgets, and coordination with funding agencies or sources; coordination with project partners, including municipal officials; and insuring consistency with prior initiatives, efforts and plans;
- Project implementation, including working with stakeholders, completing project scope of work, and completing project close-out to satisfaction of community, funding agency, and other stakeholders;
- Project and contract management which includes project budget development and management; development and management of project staff allocations; project scheduling; development, coordination and leadership of project teams; supervision of project staff, including clear instructions about specific hour allocations, products and timelines; contract administration (i.e. amendments, expiration dates); timely project invoicing; project record keeping; project close-out, including final report and file storage; and
- Development of follow-up activities resulting from the project, including subsequent phases or other high priorities for the community or other stakeholders.

2. Overall Agency Responsibilities:

- The Senior Planner assists senior management in the overall functioning of the agency which may include some of the following activities:
 - Assistance with the development and monitoring of components of the agency budget;
 - Provide staff support to agency committees;
 - Provide leadership to ongoing outreach activities, such as the agency newsletter and the website;
 - Provide leadership in developing and administering education and training to local elected officials and municipal staff in their area of expertise;
 - Provide leadership to oversee the organization and management of the agency's material related to their area of expertise;
 - Supervision and guidance to junior staff persons and interns on specific projects;
 - Communication and coordination with Supervisor and other members of the agency Management Team;
- The Senior Planner represents the agency and serves as a spokesperson for BRPC and its programs and policies, particularly with federal, state, regional and local governments, agencies and organizations.
- The Senior Planner participates in the development of BRPC policy and procedural initiatives.
- The Senior Planner provides technical assistance and guidance to other agency initiatives as well as responds to technical assistance requests from federal, state, regional and local governments, agencies and organizations.

The minimum qualifications for this position are:

Education or training:

Master's Degree in planning, environmental science, sustainability or closely related program from an accredited college or university with at least two years' professional experience, preferably at the local or regional level, or equivalent combination of experience and training. At least one year experience in managing complex planning projects.

Special licenses, registration or certification:

- Special certification, such as LEAD certification and AICP preferred
- Driver's license valid for use in the United States

Knowledge, skills, and abilities of this position:

The Senior Planner should possess the following skills and abilities:

- Strong research and analytical skills, with specific ability to analyze complex public policy issues and to formulate recommendations;
- Ability to plan and manage completion of multiple projects on time and within budget;
- Excellent communication skills, especially the ability to write effectively, to provide guidance to local officials and boards, and provide clear explanations and instructions to other BRPC staff;
- Ability to foster a strong team, defined as joint action by a group of people, in which each person subordinates his or her individual interests and opinions to the unity and efficiency of the group to arrive at a stronger and better collaborative outcome or product;
- Strong background and skills in a variety of public participation and education techniques;
- Strong skills in being able to communicate and work effectively with a wide range of people and organizations in a collaborative fashion;
- Ability to conduct field work and to participate in public meetings in all parts of the region utilizing personal vehicle;
- Must have working proficiency in Microsoft Office programs.

PART III. DETAILED POSITION DESCRIPTION:

Name (Last, first, middle) Vacant	Start Date: Effective date: November 16, 2020
Position Title Senior Planner – Environmental & Sustainability	Title of Supervisor Environmental & Energy Program Manager

This section contains a description of the main responsibilities and requirements for this specific Senior Planner position that are in addition to those described in PART II.

1. Program / Project Responsibilities:

The Environmental & Sustainability Senior Planner assists communities, conservation organizations and local committees to create a more sustainable and resilient Berkshire region. Primary areas of focus are identifying and addressing natural hazards and climate change impacts, addressing nonpoint source pollution and stormwater impacts, assisting communities to comply with the National Pollutant Discharge and Elimination (NPDES) Phase II requirements, and protecting the natural environment. Identifying, securing and managing funding to address these focus areas are key components of the Environmental & Sustainability Senior Planner's work, including these current programs:

- Pre-disaster Natural Hazard Mitigation (administered by MA Emergency Management Agency);
 - Municipal Vulnerability Preparedness (administered by MA Energy and Environmental Affairs);
 - Section 319 Nonpoint Source Competitive Grants (administered by MA Department of Environmental Protection)
 - National Pollution Discharge Elimination System Phase II (administered by U.S. EPA)
- a. Provide leadership to assist communities in understanding and planning for natural hazard/disaster and climate change impacts, and implementing actions to become more resilient. Specific activities may include, but are not limited to:
 - Working with communities to achieve Municipal Vulnerability Preparedness (MVP) designation, including a community engagement process and development of Municipal Vulnerability Preparedness action plans;
 - Assisting communities in applying for MVP grant funds and, where needed, aiding in the implementation of projects;
 - Working with communities to complete FEMA-approved Natural Hazard Mitigation Plans, and where needed, aiding with grant applications to implement projects; and
 - Directing staff to work in support of and/or independently on MVP and Natural Hazard Mitigation projects.
 - b. Serve as the Nonpoint Source Regional Coordinator in Berkshire County in support of the Massachusetts Nonpoint Source Program by conducting outreach and education efforts and work with communities to further the goals of the Nonpoint Source Program including:
 - Identifying regional NPS priorities;
 - Managing subcontractors;
 - Developing watershed-based plans; and
 - Developing and submitting high-quality proposals for funding under the 319 competitive grant program.
 - c. Provide assistance and support to communities to comply with the requirements of the National Pollutant Discharge and Elimination System Phase II requirements under the 2016 MA Small MS4 General Permit. Specific activities may include but are not limited to:
 - Preparing Stormwater Management Plans;
 - Assisting communities to prepare and submit annual reports; and
 - Assisting communities to implement activities under the six minimum control areas as described within the 2016 MA Small MS4 General Permit.
 - d. Grant identification, writing and administration in the described main focus areas to sustain the program in the long term.

2. Overall Agency Responsibilities:

- a. Collaborate with a variety of regional, local and state environmental, energy, climate change and emergency management related organizations and agencies to provide data and intelligence across these entities and participate as partner in variety of initiatives and efforts.
- b. Manage the Berkshire Brownfields Program to provide Environmental Site Assessments, operated a regional Revolving Loan Fund for Brownfields cleanup, and provide direct assistance to communities undertaking Brownfields Cleanup.
- c. Provide grant writing, grant management, and technical assistance to communities with regard to a wide variety of environmental and energy planning projects and initiatives, such as water quality assessments, nonpoint source implementation projects, NPDES Phase II, Brownfields, Green Communities, and local energy efficiency measures.
- d. Coordinate BRPC's educational programs and efforts related to environmental and energy planning.
- e. Act as a clearinghouse of clean energy and renewable energy projects and programs across the region.
- f. Coordinate environmental and energy planning initiatives with economic, community development, transportation and land use investments and programs.
- g. Facilitate regional responses to meet strategic environmental and energy planning needs such as changes to environmental and energy legislation.
- h. Provide information to various state and federal agencies and programs when assessing requests from the region for support.
- i. Advocate on behalf of the region for sustainability initiatives including, but not limited to, renewable energy, clean energy, addressing climate change, and managing stormwater with state and federal agencies and initiatives, and work towards developing a strong energy and climate change initiative in the agency that is fully funded and sustainable.
- j. Provide staff support to the BRPC Environmental Review Committee

The minimum qualifications for this specific position are:

1. Education or training:

Master's Degree in planning, environmental science, sustainability or closely related program or closely related field plus two years of directly related experience. Experience may be substituted for education.

2. Special licenses, registration or certification:

- a. Special certification, such as LEAD certification, AICP preferred
- b. Driver's license valid for use in the United States

3. Knowledge, skills and abilities of this position:

- a. Strong interpersonal skills and ability to communicate and work effectively with a wide range of individuals;
- b. Developing initiatives from conceptual through implementation stages;
- c. Developing comprehensive plans;
- d. Working with public officials, citizen groups and other stakeholders in determining vision and appropriate initiatives to move priority projects forward;
- e. Ability to work with local, regional, state and federal officials and a strong customer orientation;
- f. Excellent written and oral communication skills, particularly in translating technical and bureaucratic terms for citizens and elected officials.
- g. Strong analytic skills in working with a wide variety of information and data and utilizing it effectively in the public decision-making process;
- h. Working proficiency in Microsoft Office programs;
- i. Ability to conduct field work and to participate in public meetings in all parts of the region and to travel outside the region utilizing personal vehicle.

(Additional Comments by Employee)

We understand the above statements, and they are complete to the best of our knowledge.

Employee's signature _____

Date _____

Supervisor's signature _____

Date _____

Executive Director's signature _____

Date _____