

BERKSHIRE REGIONAL PLANNING COMMISSION - POSITION DESCRIPTION

PART I: ORGANIZATIONAL INFORMATION

Position Title Planner – Community Planning	Effective Date of Position Description: September 1, 2021
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PART II: POSITION SUMMARY

This section contains a summary of the main responsibilities and requirements for all 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 Planner serves as a team member for multiple regional and community planning and implementation projects. Responsibilities include:

- Performs a wide range of functions within the area of specialization, including research, data collection, assessment and evaluation and development of plans, reports and other material for publication;
- Leads and facilitates public participation in planning projects and plan formulation and implementation;
- Reviews analyses of impacts in the area of expertise;
- Completes assigned tasks according to schedule and hour / budget allocations;
- Provides support to Project and Program Managers as necessary;
- Work with Senior Planners and Program Managers to identify possible new projects / programs.

2. Overall Agency Responsibilities:

- Provides support to ongoing outreach and other activities, such as the agency newsletter, trainings and website;
- Provides staff support to agency committees;
- Provides support to the organization and management of the agency's material related to their area of expertise;
- Provides technical assistance and expertise to Berkshire region municipalities;
- Provides technical assistance and support to other agency initiatives and projects;
- Interacts at a staff level with state and federal agencies in areas of expertise, and in working on regional and state coordinating groups;
- Develops grants and provides support material for grant development and project management;
- Provides staff and technical support for Clearinghouse reviews as requested.

The minimum qualifications for this position are:

Education or training:

Master's Degree in a relevant field from an accredited college or university is required. Bachelor's degree in a relevant field and two years of relevant experience may be substituted for a master's degree.

Special licenses, registration or certification:

- Driver's license valid for use in the United States

Knowledge, skills, and abilities of this position:

The Planner should possess the following skills and abilities:

- Strong research and analytical skills, with specific ability to analyze complex technical issues and to formulate recommendations;
- Ability to complete multiple tasks on time and within budget;
- Excellent communication skills, especially the ability to write effectively, to work directly with local officials and boards, and provide clear explanations to other BRPC staff;
- 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)	Start Date:
Position Title Planner – Community Planning	Title of Supervisor Executive Director

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

The primary focus of this position is to support the Community Planning Program. In addition, this position will support other agency program areas such as Regional Services, Housing and Community Development, Economic Development, Transportation, and Public Health.

1. Program / Project Responsibilities:

- a. Comprehensive planning. This position works with municipalities to prepare comprehensive planning documents such as but not limited to Master (Comprehensive) Plans, Open Space and Recreation Plans, Complete Streets Plan, ADA Transition Plans, and Housing Plans (Housing Needs Assessments / Housing Production Plans). Activities may include but are not limited to:
 - i. Conducting research, analysis and plan writing;
 - ii. Coordinating the activities of municipal advisory committees;
 - iii. Preparing and delivering outreach and educational material for boards and the public; and
 - iv. Assisting with plan implementation, including the identification and preparation of related implementation grants.
- b. Regional Planning. This position works to develop and implement regional plans, such as a Regional Housing Strategy
- c. District Local Technical Assistance Program (DLTA). This position provides planning services as needed to implement the DLTA Program. The DLTA program provides focused direct planning assistance by BRPC planners to municipalities on a wide range of planning topics, including zoning, housing, municipal services and community development.
- d. Regional Services. This position supports efforts to improve the delivery of public services by our municipalities through such items as shared services, increased collaboration or regionalization.
- e. Support to other BRPC Programs. This position provides support as needed to other agency program areas, such as the Housing and Community Development Program (i.e. Community Development Block Grant), Public Health Program (i.e. Age-Friendly Berkshires), Energy and Environmental Program (i.e. municipal vulnerability assessments), Regional Services (i.e. Berkshire Group Purchasing Program) and Transportation Program (i.e. access management).
- f. Land use laws, regulations and policies. This position works with municipalities to develop land use bylaws and ordinances to advance municipal specific land use objectives. Activities may include but are not limited to:
 - i. Analyzing and recodifying zoning bylaws and subdivision regulations;
 - ii. Preparing specific bylaws/ordinances, such as ones dealing with recreational marijuana use;
 - iii. Preparing and delivering outreach and educational material for boards and the public;
 - iv. Assisting communities with the zoning amendment adoption process; and
 - v. Responding to requests for guidance regarding legal requirements and model regulations from local planning and zoning boards.

2. Overall Agency Responsibilities:

- a. Collaborate with a variety of regional, local and state level organizations and agencies to provide data and information related to land use and community planning initiatives.
- b. Coordinate BRPC's educational programs and efforts related to land use.
- c. Act as a clearinghouse for land use bylaws/ordinances across the region.
- d. Coordinate land use and community planning initiatives with economic, community development, transportation and environmental investments and programs.
- e. Provide direct assistance to municipalities in updating zoning and other land use and permitting tools

- f. Facilitate regional responses to meet strategic land use and community planning needs such as changes to the state enabling legislation
- g. Provide information to various state and federal agencies and programs when assessing requests from the region for support.
- h. Advocate on behalf of the region for land use policies with state and federal agencies and initiatives.
- i. Other Overall Agency Responsibilities:
Details of the specific position responsibilities will be finalized depending on the unique skills and qualifications of the successful candidate from amongst the following items.
 - Assist with grant development
 - Provide local technical assistance to communities
 - Support and assistance with agency outreach and educational activities such as the agency newsletter, webpage and CPTC trainings and 5th Thursday dinners.

The minimum qualifications for this specific position are:

1. Education or training:
Master's Degree in planning from an accredited college or university or equivalent combination of experience and training, i.e., Bachelor's Degree and two years of directly related experience.
2. Special licenses, registration or certification:
 - Driver's license valid for use in the United States
3. Knowledge, skills, and abilities of this position:
 - a. Strong research and analytic skills in working with a wide variety of information and data and utilizing it effectively in the public decision-making process;
 - b. Ability to work on multiple projects on time and within budget;
 - c. Excellent communication skills, especially the ability to write effectively and to provide guidance to local officials and boards;
 - d. Knowledge of comprehensive planning principles and practices, land use regulations, development review, and community and economic development practices;
 - e. Strong background and skills in a variety of public participation and education techniques;
 - f. Working proficiency in Microsoft Office programs;
 - g. 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)

PART IV: SIGNATURE LINES

15. 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 _____