

BERKSHIRE REGIONAL PLANNING COMMISSION - POSITION DESCRIPTION

PART I: ORGANIZATIONAL INFORMATION

Position Title Planner – Public Health	Effective Date of Position Description: May 11, 2022
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PART II: POSITION SUMMARY

This section summarizes the main responsibilities and requirements for all BRPC Planner positions. PART III describes the responsibilities and requirements specified for this position.

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;
- Complete 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 area municipalities;
- Provides technical assistance and support to other agency initiatives and projects;
- Interacts at a staff level in areas of expertise with state and federal agencies and 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 public health, planning, or an associated field 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.

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 the ability to analyze complex technical issues and formulate recommendations;
- Ability to complete multiple tasks on time and within budget;
- Excellent communication skills, especially the ability to write effectively, work directly with local

officials and boards, and provide clear explanations to other BRPC staff;

- Strong communication skills and ability to work effectively with a wide range of people and organizations in a collaborative fashion;
- Ability to conduct fieldwork and participate in public meetings in all parts of the region utilizing a personal vehicle;
- Must have working proficiency in Microsoft Office programs.

PART III. DETAILED POSITION DESCRIPTION:

Name (Last, first, middle)	Start Date: June 1, 2022
Position Title Planner, Public Health	Title of Supervisor Public Health Program Manager

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

1. Program / Project Responsibilities:

The Public Health Planner will support multiple Public Health Program projects, including Community Wellness and Equity projects, such as Pittsfield Gray to Green, Public Health Emergency Preparedness, and substance use disorder prevention and intervention. The Planner will also provide administrative and planning support to the overall Public Health program that serves all of Berkshire County.

A. Gray to Green

- Research and document production; analysis of best practices, plan review
- Scheduling, logistics, notetaking, and other coordination of public meetings / public engagement, whether virtual or in-person
- Attend and facilitate community events and meetings
- Design community engagement programming
- Assist with program evaluation
- Assist with the implementation and review of the neighborhood audit program
- Provide logistical support for community partners, residents, and funded partners
- Represent BRPC at subcommittees, partners, and public meetings
- Survey development and analysis

B. Public Health Emergency Preparedness

- Provide support, including logistics, scheduling, and notetaking as needed
- Research, as needed
- Work with local Boards of Health to update Emergency Dispensing Site Plans and assist with required drills
- Represent the Emergency Preparedness Coalition/BCBOHA at Regional Emergency Planning Committee (REPC), Western Advisory Group (WAG), MRC Advisory Group (MAG), Western Region Homeland Security Council (WHRSA), Local/State Advisory Committee (L/SAC), Planner Summits and Health and Medical Coordinating Committee (HMCC) as assigned and requested
- Assist with COVID response activities as required and assigned

C. County Health Initiative (CHI)/ Community Health Improvement Plan (CHIP)

- Assist with research, assessment, community outreach, and data gathering and analysis
- Assist with meeting logistics and notetaking
- Assist with the production and updating of the CHIP
- Present CHIP findings to community groups
- Work with partners to produce and implement the CHIP

D. Other / General

- Other meetings or logistical functions as requested for all Public Health programs such as the Berkshire County Boards of Health Association (BCBOHA), Berkshire Public Health Alliance (BPHA), and Berkshire Opioid Addiction Prevention Collaborative (BOAPC).
- Assistance with surveys or other information gathering or research functions as appropriate
- Assistance with identification of grant opportunities and grant writing as appropriate
- Research, data analysis, and document production

- Interface with other BRPC staff and departments on projects that need public health collaboration
- Other tasks as directed

2. 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
- Support and assistance with agency outreach and educational activities such as the agency newsletter and webpage

The minimum qualifications for this specific position are:

1. Education or training:
 - Master's in public health, planning, or an associated field from an accredited college or university or equivalent combination of experience and training, i.e., Bachelor's 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:
 - Strong research and analytic skills working with a wide variety of information and data and utilizing it effectively in the public decision-making process
 - Ability to work on multiple projects on time and within budget
 - Excellent communication skills, especially the ability to write effectively and to provide guidance to local officials and boards
 - Knowledge of public health principles, including grounding in social determinants of health, harm reduction, anti-racism, and anti-poverty principles
 - Strong background and skills in a variety of public participation and education techniques
 - Working proficiency in Microsoft Office programs
 - Ability to conduct fieldwork, participate in public meetings in all parts of the region, and travel outside the region utilizing a 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 _____