



BRPC

Berkshire Regional Planning Commission

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Employment Opportunity

SENIOR PLANNER (or Planner) – TRANSPORTATION PLANNING

Dynamic and highly motivated individual sought for a Senior Planner position with the Berkshire Regional Planning Commission (BRPC), a regional planning agency serving Berkshire County in Western Massachusetts. The Berkshires offer a high quality of life for those who value outdoor recreation, cultural amenities, and a strong sense of community. The BRPC prepares and implements regional and community plans and provides direct technical assistance to its 32 member municipalities with housing, economic, land use, environmental, transportation, public health, and community development items.

This position is intended to primarily focus on developing and maintaining relationships with stakeholders and the public through active outreach efforts, presentations, and preparing/administering surveys. Additional responsibilities include promoting the acquisition of electric vehicles, increasing the number of charging stations following the Berkshire County Electric Vehicle Charging Station Plan, and addressing climate change emission reductions from the transportation sector as mandated in the State's Clean Energy and Climate Plans for 2030 and 2050.

A Senior Planner serves as the lead person for multiple complex planning projects. Responsibilities include program/project development, grant writing and grant preparation, development of scopes of work and budgets, project implementation, project and contract management, leadership of project teams, and technical planning services.

This position would be a key member of the Transportation Planning team and would be involved with developing the Regional Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. The selected candidate will lead a wide range of transportation planning activities. Work involves researching, compiling, and analyzing transportation information and data, generating, preparing and administering surveys, writing and producing reports, plans, and other technical documents, preparing and delivering presentations, and interacting with community leaders and the public.

The successful candidate is a problem solver who can identify and assess needs or opportunities and identify and initiate ways to solve problems or seize opportunities. The candidate must be committed to planning and demonstrate a high-level basic planning skill set, strong analytic and writing capabilities, and a strong ability to communicate and work collaboratively with a wide range of people. Must work within the MS Office platform.

Minimum requirements: Master's degree in planning or closely related field plus two years relevant experience or Bachelor's degree with degree/coursework in planning-related subjects and four years of full-time experience in community, land use, and economic development planning. Experience analyzing and writing zoning bylaws/ordinances a plus. May be filled at the Planner level, which requires a Master's degree in planning or closely related field and no experience, or a Bachelor's degree and two years of directly relevant experience. While working on the same topics, the Planner level position is a support position. The successful candidate must have a valid driver's license and access to a private vehicle.

The starting salary range for a Senior Planner is \$58,697 – \$68,805 (for Planner level - \$49,894 – \$56,475) with a very attractive benefits package. Minimum work week is 35 hours per week with flex time available. BRPC's telework policy requires employees to be in the office at least two days per week, after the orientation period, with the rest of the time during the week permitted through telework.

Submit the following items to info@berkshireplanning.org by e-mail: cover letter, resume, and a two-page writing sample. Please include the phrase Senior Planner (or Planner) – Transportation Planning in the subject line of your e-mail. (Please limit your writing submission to no longer than two pages, even if it needs to be an excerpt.) No telephone calls. The position is available immediately and opens until filled. A position description and information about BRPC are available at [Employment & Internship Opportunities - Berkshire Regional Planning Commission \(berkshireplanning.org\)](http://Employment & Internship Opportunities - Berkshire Regional Planning Commission (berkshireplanning.org)). EOE/Smoke- and Drug-free Workplace. 1 Fenn Street, Suite 201, Pittsfield, MA 01201.