BERKSHIRE REGIONAL PLANNING COMMISSION - POSITION DESCRIPTION

PART I: ORGANIZATIONAL INFORMATION

| Position Title | Senior Planner – Public Health | Effective Date of Position Description: January 1, 2021 |

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:
1. Education or training:

Master’s Degree in planning, environmental science, 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.

2. Special licenses, registration or certification:

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

3. 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:

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<th>Name (Last, first, middle)</th>
<th>Start Date</th>
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<td>Public Health Senior Planner - EP</td>
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<tr>
<th>Position Title</th>
<th>Title of Supervisor</th>
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<td>Public Health Senior Planner - EP</td>
<td>Manager, Public Health Program</td>
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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 Public Health Senior Planner will provide support to multiple projects within the Public Health Program, with an emphasis on Emergency Preparedness, Emergency Planning and Emergency Response. The Senior Planner may also provide support to other projects of the public Health Program depending on interest and need.

Emergency Preparedness

- Take a leadership role and primary responsibility for managing the Public Health Emergency Preparedness (PHEP) grant program and the completion of all deliverables, including Emergency Dispensing Site (EDS) Planning and Drills, Board of Health (BOH) Contact updates, Regional & Local Projects and the submission of evidence of completed deliverables as required.
- Attend and represent Berkshire County at the Western Mass Public Health Advisory Group (WAG), Regional Emergency Planning Committees (REPC), Western Region Homeland Security Advisory Council (WRHSCA) Subcommittees, Local/State Advisory Committee (LSAC), Health and Medical Coordinating Coalitions (HMCC), and other local, state, and regional meetings as requested.
- Support local coalition meetings/BCBOHA Executive Committee meetings including note-taking, reporting out soliciting input on priorities and plans, developing agenda and designing and implementing bi-annual
Support regional committees and meetings as needed, including, but not limited to, research, outreach, planning, note taking, leadership roles, and exercises. Reports as required.

Assist in developing and proposing additional WRHSAC, WAG, REPC, HMCC, LSAC and other projects. Attend WRHSAC meetings, including Planning and Training Subcommittee meetings as appropriate.

Assist local boards of health with emergency preparedness needs, including planning, response, recovery, and mitigation.

Support the Medical Reserve Corps, including meeting regularly and coordinating activities with the MRC Coordinators, developing and attending volunteer activities, meetings and exercises, and assisting with reporting, workplans and other administrative work.

Emergency response in case of an emergency, including public risk communication and information sharing with local boards of health and other response partners.

Develop and conduct relevant trainings for local boards of health.

Other public health emergency preparedness tasks as needed.

**Berkshire County Boards of Health Association (BCBOHA)**

Support BCBOHA and its projects, programs, and initiatives.

Support BCBOHA in its role as the Berkshire Public Health Emergency Preparedness Coalition.

Support BCBOHA Executive Committee meetings, BOH Spring and Fall Dinners and other BCBOHA meetings and events.

Support BCBOHA educational offerings, including BOH Orientation, Temporary Food and others.

Support BCBOHA emergency Preparedness activities including planning, response, recovery, and mitigation before, during and after public health emergencies.

Participate in continuing education, training, and exercises to maintain and improve emergency preparedness knowledge, skills, and best practices.

**Other Public Health Projects**

Participate in other Public Health Program projects, especially those related to equity, diversity and inclusion.

Back-up support for other Public Health Program Initiatives.

**General Program Support**

Assist with the development of new projects for the Public Health Program and BRPC

- Grant writing and the identification of new projects and funding sources and program development
- Grant management, reporting, contracting & invoicing
- Updating email contact lists for all Public Health Programs
- Other meetings or logistical functions as requested for all Public Health Programs
- Assistance with surveys or other information gathering or research functions as appropriate
- Research, data analysis and document production
- 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.

- Provide public health expertise as required
- 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 others.

**The minimum qualifications for this specific position are:**

1. **Education or training:**
   - Masters’ Degree in planning, public health or related field from an accredited college or university or equivalent combination of experience and training, i.e., Bachelors Degree and two years of directly related experience.
   - Two years’ Emergency Preparedness, Emergency Planning or Emergency Response work required.

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 in working with a wide variety of information and data and utilizing it effectively in the public decision-making process;
   • Ability to work independently 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;
   • Strong background and skills in a variety of public participation and education techniques;
   • Working proficiency in Microsoft Office programs;
   • 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.

4. Work Environment
   • This is an onsite, full-time, benefited position with a generous benefit package and flexible work schedules of 35 – 40 hours per week with pay twice a month. Planners are currently required to be in the Pittsfield office a minimum of 2 days a week with permission of their supervisor.
   • The expectation is that core work hours are covered every workday unless approved otherwise.
   • May occasionally have to work nights and weekends, depending on projects and special events.
   • BRPC is a drug and smoke free workplace, does not discriminate based on race, ethnicity, or gender and actively seeks diversity in hiring.
   • The BRPC Public Health Program staff works together as a team to address and improve public health outcomes in Berkshire County.

(Additional Comments by Employee)

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<th>PART IV: SIGNATURE LINES</th>
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<td>15. We understand the above statements, and they are complete to the best of our knowledge.</td>
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