

BERKSHIRE REGIONAL PLANNING COMMISSION - POSITION DESCRIPTION

PART I: ORGANIZATIONAL INFORMATION

Position Title Housing Planner – Community Planning and Development	Effective Date of Position Description: September 16, 2024
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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 requirements for individual staff are described in PART III.

The major responsibilities of this position are:

1. Program/Project Responsibilities:

The Planner serves as a team member for multiple regional and municipal planning and implementation projects. Responsibilities include:

- a. 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;
- b. Leads and facilitates public participation in planning projects and plan formulation and implementation;
- c. Reviews analyses of impacts in the area of expertise;
- d. Completes assigned tasks according to schedule and hour/budget allocations;
- e. Provides support to Project and Program Managers as necessary;
- f. Works with Senior Planners and Program Managers to identify possible new projects/programs.

2. Overall Agency Responsibilities:

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

The minimum qualifications for this position are:

A. Education or training:

- a. Master's degree in planning or 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.

B. Special licenses, registration, or certification:

- a. Valid driver's license allowing operation of a motor vehicle in Massachusetts.

C. Knowledge, skills, and abilities:

- a. Strong research and analytical skills, with the specific ability to analyze complex technical issues and formulate recommendations;
- b. Ability to complete multiple tasks on time and within budget;
- c. Excellent communication skills, especially the ability to write effectively, work directly with local officials and boards, and provide clear explanations to other BRPC staff;
- d. Strong skills in being able to communicate and work effectively with a wide range of people and organizations in a collaborative fashion;
- e. Ability to conduct fieldwork and participate in public meetings in all parts of the region utilizing a personal vehicle;
- f. Must have working proficiency in Microsoft Office programs.

PART III. DETAILED POSITION DESCRIPTION:

Name (Last, first, middle)	Start Date: Effective date: September 11, 2024
Position Title Housing Planner – Community Planning	Title of Supervisor Community Planning and Development Program Manager

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.

1. Program / Project Responsibilities:

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 Housing Planner is responsible for working with Berkshire County communities to provide staff support related to housing and community development / re-development initiatives and programs. This includes the following broad topic areas: housing planning; the Community Development Block Grant program; housing development initiatives; and other community development / re-development related initiatives. This position specifically assists efforts led by the Community Planning and Development Program Manager and the Senior Housing Planner.

A. Housing Planning. This position works regionally and with individual municipalities to promote housing development readiness. Activities may include but are not limited to:

- a. Conducting Housing Needs Assessments;
- b. Preparing Housing Action Plans
- c. Preparing Housing Production Plans;
- d. Preparing and delivering housing related outreach and educational material for municipal bodies and the public;
- e. Researching and promoting housing financing options for municipalities
- f. Training and assisting communities that have adopted or are interested in adopting Affordable Housing Trust Funds;

B. Community Development Block Grant (CDBG). This position works with municipalities on the CDBG Program in the following areas, grant development, grant administration and grant implementation. Activities may include but are not limited to:

- a. Grant Development
 - Works with communities to develop application proposals
 - Conducts grant preparation activities to submit competitive applications
- b. Grant Administration
 - Providing financial oversight of the CDBG contract and related subcontracts
 - Preparing and submitting required CDBG reports in the Grant Management system
- c. Grant Implementation
 - Prepares and conducts community and resident outreach
 - Prepares and monitors bid and procurement documents and contracts
 - Conducts field examinations as necessary
 - Monitors project development and adjusts as necessary

- C. Housing Development Initiatives. This position works with municipalities on other housing development initiatives. Activities may include but are not limited to:
 - a. Assisting municipalities locate sites for new housing developments, including and identification of needed infrastructure improvements; and
 - b. Coordinating with other non-profit and for-profit housing developers and advocates in the region to promote housing development.

- D. Other Community Development / Re-development Related Initiatives. This position works with municipalities on other community development / re-development initiatives. Activities may include but are not limited to:
 - a. Identifying non-transportation municipal building and infrastructure needs;
 - b. Identifying and securing funding to implement building and infrastructure improvements

- E. Other Planning Activities. This position may also be tasked with assisting communities with the following efforts:
 - a. Developing land use laws, regulations, and policies, with a specific emphasis on housing;
 - b. Conducting comprehensive planning, consisting of projects that include master plans, ADA self-assessments and transition plans; and,
 - c. Consolidated plans and other related Community Development Block Grant administration and planning.

Support to other BRPC Programs. This position could also provide opportunities to support other program areas, as needed, such as: the Economic Development Program (i.e. Cultural Councils) , Public Health Program (i.e. Age-Friendly Berkshires), Energy and Environmental Program (i.e. municipal vulnerability assessments) and Transportation Program (i.e. access management).

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 housing and community development/planning initiatives.
- B. Coordinate BRPC's educational programs and efforts related to housing.
- C. Act as a clearinghouse for housing related bylaws/ordinances across the region.
- D. Coordinate housing and community development/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 housing and community development/planning needs such as state and federal legislation or budgetary items.
- G. Provide information to various state and federal agencies, programs, and legislators.
- H. Advocate on behalf of the region for housing policies with regional, state, and federal agencies and initiatives.

The minimum qualifications for this specific position are:

1. Education or training:

Master's Degree in planning, urban planning, housing policy, public administration, or closely related program or closely related field plus two years of directly related experience preferred. Direct experience may be substituted for education. Preference will be given to applicants with experience related to housing planning and/or Community Development Block Grant (CDBG) administration.

2. Special licenses, registration, or certification:

- a. Driver's license valid for use in the United States
- b. Other items -

3. Knowledge, skills, and abilities of this position:

- a. Strong interpersonal skills and ability to communicate and work effectively with wide range of individuals, including underserved and underrepresented communities;
- b. Strong organizational skills;
- c. Developing initiatives from conceptual through implementation stages;
- d. Knowledge of state and federal housing laws and programs
- e. Ability to develop and manage housing and community development grant applications;
- f. Ability to develop comprehensive documents;
- g. Able to collaborate with public officials, citizen groups and other stakeholders in determining vision and appropriate initiatives to move priority projects forward;
- h. Ability to work with local, regional, state, and federal officials and a strong customer orientation;
- i. Excellent written and oral communication skills, particularly in translating technical and bureaucratic terms for citizens and elected officials.
- j. Strong analytic skills in working with a wide variety of information and data and utilizing it effectively in the public decision-making process;
- k. Working proficiency in Microsoft Office programs;
- l. Ability to conduct field assessments 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

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 _____