



UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION

Position Title: Planner OR Associate Planner

Status: Salary, Non-Exempt, Full-time (40 hours per week) – office and/or remote work

Location: Lebanon, New Hampshire

Salary Range: : \$45,000 - \$55,000 annually based on skills and experience for Associate Planner level, and \$55,000 - \$68,000 for the Planner level.

Benefits: Benefits include paid time off/sick time (accrued 3.3846 hrs/week), paid holidays, flexible work schedule, health care plan at no cost to employee, vision and dental plan, long and short-term disability, life insurance, parental leave, 2% contribution to retirement and up to an additional 6% retirement match after one year.

Posting Date: July 18, 2024

Start Date: August/September 2024

To Apply: Submit a cover letter and resume to info@uvlsrc.org

Application Deadline: Applications will be accepted until the position is filled. UVLSRPC will be reviewing applications as they arrive.

Position Description

The Associate Planner/Planner position at UVLSRPC is an essential part of our Team. The position offers opportunities to work in all sectors of regional and municipal planning through research and analysis, community outreach, regulatory assessment and recommendations, fundraising, and the crafting of planning documents. In particular, the position will have expertise in at least one of the following areas: Geographic Information Systems (GIS) and data analysis, Communications, or Transportation Planning.

What are we looking for?

UVLSRPC is looking for an energized individual who is eager to support (at the Associate level) and lead (at the Planner level) multiple projects at once. Ideally, this person has a strong willingness to learn and desire to advance their professional careers.

We are looking for an individual with an interest and/or background in one of the following areas: GIS and data analysis, Communications, or Transportation Planning. Additional experience/interest in housing, social equity, and economic development is also desirable.

Preferred Experience

Associate Planner: Bachelor of Arts or Science in urban and regional planning, public policy, public administration, business administration, community development, economics, environmental science, environmental studies, historic preservation, transportation planning or related degree preferred. 0 to 1 years of educational, work, or volunteer experience in planning or community development. **Entry-level candidates will be considered. UVLSRPC provides training and professional development opportunities for all employees.**

Planner: Master of Arts/Science in urban and regional planning, transportation planning, public administration, public policy, or related degree or subject area. Relevant work experience of 3 years. ACIP certification preferred. Educational, work, or volunteer experience in planning, community development, or transportation can substitute for the preferred work experience. **UVLSRPC provides training and professional development opportunities for all employees.**

Skills/Knowledge

- Knowledge of regional planning principles and practices
- Effective project management and organizational skills to meet deadlines
- Ability to work independently, within teams, and on multiple projects simultaneously
- Cooperatively work with elected officials, staff, volunteers, and the general public
- Ability to speak effectively in public settings and give public presentations
- Ability to facilitate meetings and participate effectively in meetings
- Creatively solve problems and build consensus among different stakeholders
- Ability to prepare well-written reports for publication and presentation
- Expertise in qualitative and quantitative research and data collection methods and practices
- Knowledge of Adobe InDesign, Microsoft Office, and related software
- Skills and knowledge in ArcGIS and data analysis

Responsibilities

- Supports or leads all stages of the planning process, including, but not limited to, fundraising, data collection, analysis, synthesis, visioning, and writing formal plans and studies
- Reviews development proposals, permit applications, and site plans for conformance with local and state ordinances, regulations, and statutes
- Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning
- Prepares subdivision/land use development reviews, zoning analysis requests, and zoning amendments as requested by member municipalities
- Develops new and updated municipal/regional plans and programs
- Recommends priorities, schedules, and funding sources to implement plans
- Writes and presents formal and technical reports, working papers, and correspondence
- Provide professional planning advice and administrative support to municipal boards and community organizations
- Prepares grant applications to implement new projects and studies