

PIONEER VALLEY PLANNING COMMISSION (PVPC)
PLANNER/PROJECT MANAGER
Community Development Department

Salary range for Planner is \$50,592 to 65,769

DEFINITION: Under general supervision, performs a wide variety of professional work in relation to regional planning, with an emphasis in grant writing for and implementing Community Development Block Grant (CDBG) funding, infrastructure planning, and other related planning and project management as needed. Position coordinates planning studies; collects and presents data and prepares reports; provides information and guidance to the public; assists in grant writing, grant implementation, contract administration and community outreach.

Entry level positions are responsible for project management as well as providing assistance to higher level planners in the areas of research, data collection, report preparation, presentation preparation and community outreach.

Management and Supervision

This position reports to a Department Director or designee. Entry level incumbents provide professional and technical support to lead staff and acquire more independence with experience.

Essential Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Conducts research, compiles and analyzes information and statistics regarding issues or topics relating to planning and/or municipal projects. This will be accomplished using a variety of regional datasets, spreadsheets, modeling tools, and/or GIS and statistical software;
- Assists lead staff with various planning studies, including project management and report writing, grants management, community outreach and GIS mapping;
- Prepares a variety of written communications including articles, reports, testimony and correspondence; directs preparation of and/or prepares graphic material;
- Creates databases in Excel and GIS; creates PowerPoint presentations and assists with presentations at meetings; creates, manages, maintains, and organizes data, map documents, computer files, data libraries, and data inventories;
- Assists with contract administration for various projects and programs; maintains administrative and financial records;
- Assists in applying for grants and implementing grant awards;
- Works with many varied stakeholders including local municipal officials, representatives of the state and federal government, members of the non-profit community and other interested parties in the region;

- Implements Community Development Block Grant (CDBG) programs funded through the Massachusetts Executive Office of Housing and Livable Communities, in association with the city/town that was awarded the grant (implementation includes, for instance, conducting Environmental Reviews, creating quarterly reports, monitoring progress on grants, drafting extensions and program amendments and grant close-out);
- Coordinates efforts with colleagues to help facilitate enhanced planning coordination across the PVPC region;
- Meets with representatives of community organizations and other groups to encourage cooperative action or to resolve problems;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service;
- Follows state and federal procurement process to ensure compliance, which will include attendance at training courses, as well as managing procurements; and
- Additional job duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

Knowledge of

- objectives, principles, procedures, standards, practices, information sources, and trends in municipal, urban, and regional planning and community development;
- Community Development Block Grant (CDBG) funds and process, including applications, grant writing, and reports;
- procurement regulations on both the state and federal level;
- land use, growth management, physical design, economic, environmental, and/or social concepts applied in the planning process;
- research and analysis techniques applicable to regional and local planning issues;
- financial/statistical/comparative analysis methods and techniques;
- applicable federal, state, and local laws and regulations;
- local government organization and the functions and practices of a municipal planning unit;
- the provisions of and interrelationships among ordinances, policies, standards, procedures, and practices associated with the planning function;
- computer applications related to the work; and
- planning principles, practices and research methods as well as independent judgment and initiative in the performance of duties.

Ability to

- collect, interpret, evaluate, and summarize narrative and statistical data pertaining to planning, land use, and zoning issues, including laws, policies, procedures, regulations, maps, specifications, graphs, and statistical data;
- establish and maintain effective working relationships with peers, public officials, clients, coworkers, and the general public;

- work on several projects or issues simultaneously with frequent interruptions;
- communicate clearly and concisely with a variety of audiences;
- prepare clear, concise, and complete technical documents, reports, correspondence, and other written materials;
- maintain effectiveness under pressure of variable time constraints and deadlines;
- use basic analytical and statistical tools and methods to conduct complex planning studies and activities;
- use computers and software programs for technical planning projects and studies;
- exercise independent judgment and decision making and exercise tact, sensitivity, discretion, and sound judgment within established guidelines;
- communicate effectively with multiple stakeholders holding multiple viewpoints;
- recognize and accept personal responsibility for actions;
- work productively on multiple projects in a team environment under the pressure of deadlines and conflicting demands.

Special Requirements

Possession of a valid driver’s license or access to alternative means of transportation. Must have legal authorization to work in the United States. Demonstrated competency in the use of office computers and business software.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is described below:

Graduation from an accredited college or university with a bachelor’s degree in public administration, land use planning, urban planning, regional planning, or directly related field.

Any equivalent combination of education and progressively responsible experience.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that an employee typically must meet to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, dexterity, and coordination to lift files, stacks of paper or reports, references, audio/visual equipment, and other materials; to reach for items above and below desk level; and to bend, reach, squat, and stoop to access files and records. Manual dexterity and cognitive ability to operate a personal computer. Ability to communicate via telephone.

In compliance with applicable disabilities laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

WORKING CONDITIONS: Work is typically performed under the following conditions:

Position functions indoors in an office environment where most work is performed at a desk. Working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Position may require attendance at offsite meetings and evening meetings and may require travel to deliver and pick up materials. Travel duties may result in some exposure to outdoor weather conditions.

FLSA Status: Non-exempt

SUPERVISORY RESPONSIBILITY: None