

# **PIONEER VALLEY PLANNING COMMISSION (PVPC)**

## **LAND USE AND ENVIRONMENT PLANNER**

### **Land Use and Environment Department**

**Salary range for the Land Use and Environment Planner is \$49,310 to \$64,102**

**DESCRIPTION:** Under general supervision and with oversight provided by project managers, the Land Use and Environment Planner performs a wide variety of planning tasks necessary to support PVPC's mission of catalyzing regional progress focusing on land use and housing. Work includes supporting project managers to provide a range of professional, technical, and administrative work to execute land use, housing, and zoning planning projects at the local and regional level including research, writing, attending public meetings, and other work as assigned.

#### **Management and Supervision**

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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**

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The following duties are typical for this classification. Incumbents may not perform all 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.

- Under general supervision support senior planners to provide local municipal governments, citizens, landowners, developers, attorneys, engineers, and other interested individuals land use and housing planning technical support services including facilitating development of comprehensive plans and housing production plans;
- Under general supervision support senior planners to research land use and housing-related zoning and subdivision regulation revisions, and assist with drafting of bylaws or ordinances;
- Prepares public presentations.

### **QUALIFICATIONS FOR EMPLOYMENT**

#### **Knowledge and Ability**

##### *Knowledge of*

- principles, practices, and methods of land use planning and development;
- Massachusetts zoning and subdivision rules and regulations;
- issues related to housing development and planning;
- provisions of and interrelationships among ordinances, policies, standards, procedures, and practices associated with the planning function;
- local government organization and the functions and practices of a municipal planning unit;
- applicable federal, state, and local laws and regulations;
- computer hardware and software programs that are supportive of planning work, including Microsoft Office as well as mapping and data applications.

##### *Ability to*

- analyze, interpret, and evaluate complex problems with creative thinking;

- communicate verbally and in writing;
- establish and maintain highly effective working relationships with directors and staff, committee members, elected and appointed officials, consultants, vendors, and others encountered in the course of work;
- handle multiple projects simultaneously and use good judgment in prioritizing work assignments;
- maintain effectiveness under pressure of variable time constraints and deadlines;
- communicate clearly and concisely with a variety of audiences;
- recognize and accept personal responsibility for actions and develop creative solutions for complex issues;
- be sensitive and thoughtful on issues of equity;
- use various technology for technical planning projects and studies.

### **Special Requirements**

Possession of a valid driver's license or access to alternative means of transportation. 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 degree in land use planning or related field with 1+ years of relevant professional or internship experience.

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 accommodations 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 accommodations with the employer.

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

Position functions indoors in an office type 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 requires regular attendance at offsite meetings and evening meetings and requires travel to deliver and pick up materials. Travel duties may result in some exposure to outdoor weather conditions. Frequent interruptions to planned work activities occur.

**FLSA Status:** Non-exempt