

# PIONEER VALLEY PLANNING COMMISSION (PVPC)

## SENIOR PLANNER I - HOUSING

### Land Use & Environment Department

Salary range for the Senior Planner I - Housing is \$52,566 to \$68,336

**DESCRIPTION:** Under general supervision the Senior Planner I - Housing performs a wide variety of planning tasks necessary to advance PVPC's mission of catalyzing regional progress. At the current time much of the housing planning work is guided by our award winning 2014 Regional Housing Plan and the accompanying Fair Housing Equity Assessment (FHEA). Work includes provision of professional, technical, and administrative work to execute housing, community development, land use, and zoning planning projects at the local and regional level including research, writing, attending public meetings, delivering public presentations and other work as required.

#### Management and Supervision

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This position reports to a Department Director or designee.

#### 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 provides local municipal governments, citizens, landowners, developers, attorneys, engineers, and other interested individuals typical housing planning work including facilitating development of housing production plans, housing chapters for community comprehensive plans, analyses of impediments to fair housing choice and other work to advance housing choice and access;
- Collaborate with Supervisor and appropriate colleagues to assure provision of technical assistance related to housing, community development and land use planning activities such as use of CPA or other local funds for housing programs or housing development, and identifying potential sites for housing for local municipal governments, citizens, landowners, attorneys, engineers and other interested parties;
- Under general supervision prepares housing-related zoning and subdivision revisions, and drafting of bylaws or ordinances;
- Under general supervision facilitates regional collaboration on housing efforts; works with regional and state organizations to host trainings and other local capacity building opportunities;
- Assists in applying for grants and responding to Requests for Proposals to take advantage of various sources of grant funding to undertake local and regional projects in coordination with Program Manager;
- Participates in project management and preparation of scopes of work and budgets to conduct various planning activities to ensure that they are completed in accordance with contract requirements and within budget constraints;
- Prepares reports and analyzes data including responding to requests from municipal, regional, and state and federal officials with supervisory input;
- Prepare public presentations;
- Works with various advisory groups and facilitates meetings under general supervision;
- Performs similar or related work as required, directed or as situation dictates;

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Ability**

#### *Knowledge of*

- Principles, practices, and methods of housing planning and development;
- Massachusetts zoning and subdivision rules and regulations;
- Issues related to housing development, affordability, repair, maintenance, and planning;
- Grant writing, development, and administration;
- planning principles, practices, and research methods, coupled with independent judgment and initiative in the performance of duties;
- 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*

- 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;
- work on several projects or issues simultaneously with frequent interruptions;
- handle multiple projects simultaneously and use good judgment in prioritizing work assignments;
- maintain effectiveness under pressure of variable time constraints and deadlines;
- exercise independent judgment and decision making and exercise tact, sensitivity, discretion, and sound judgment within established guidelines;
- communicate clearly and concisely with a variety of audiences;
- recognize and accept personal responsibility for actions and develop creative solutions for complex issues;
- analyze administrative, operational, and regional problems; evaluate alternatives and reach sound conclusions;
- collect, interpret, evaluate, and summarize narrative and statistical data pertaining to housing planning, land use, and zoning issues, including laws, policies, procedures, regulations, maps, specifications, graphs, and statistical data;
- be sensitive and thoughtful on issues of equity;
- use various technology for technical planning projects and studies; and 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. 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 master's degree in planning or a related field, with 3+ years of progressively responsible experience in housing, community development and land use planning or equivalent years of 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 weighing up to 30 pounds; 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.

**FLSA Status:** Non-exempt

## **SUPERVISORY RESPONSIBILITY**

none.