JOB DESCRIPTION

Job Title: Principal Planner
Department: Planning and Development
FLSA Status: Exempt
Date Prepared: December 2020

POSITION SUMMARY

Principal Planner is responsible for development and implementation of a variety of planning work including but not limited to community development, environmental planning and resource protection, economic development, and housing planning. Works under the supervision of the Department’s Director.

Grade 18

PRINCIPAL DUTIES AND ESSENTIAL FUNCTIONS

(The duties listed below are intended as illustrations of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position).

- Performs a variety of advanced professional planning tasks.
- Prepares and implements complex planning projects and studies including preparing and presenting research, local and regional plans, and reports, and complying with funding and contracting requirements.
- Conducts research, analysis and writing tasks, performs field work as needed to fulfill the obligations of local, state, and federal-funded planning and initiatives.
- Identifies and applies for funding opportunities for agency.
- Provides work directive and guidance to less experienced planning staff.
- Coordinates, facilitates, moderates public meetings and hearings as needed.
- Assists local officials in understanding and complying with zoning ordinances/bylaws, subdivision regulations and other related land use and development codes.
- Carries out supervisory, coordinating, and liaison activities relative to work being conducted by other agencies or consultants.
- Collects, tabulates, analyzes, and interprets statistical data of a varied nature, applying standards and statistical measurements to such data. Prepares reports summarizing data collected, methods used, and findings, complete with charts, graphs and maps.
- Acts as project manager or team leader when assigned.
- Performs similar or related work as assigned.

SUPERVISORY RESPONSIBILITY

May supervise interns or junior level planners.

Principal Planner
Montachusett Regional Planning Commission
QUALIFICATIONS/SKILLS

- Graduation from an accredited four-year college or university with a bachelor’s degree in urban planning and development, or a closely related field
- Five years of progressively responsible experience in municipal or regional planning
- Any equivalent combination of education and/or progressively responsible experience, with additional work experience substituting for the required education on a year-for-year basis.
- Exceptional communicator
- Innovative thinker
- Strong organizational skills
- Computer proficiency
- Extraordinary writing skills
- Sound research and analytical skills
- Public Speaking
- Grant writing ability
- Knowledge of the principles/practices of planning and zoning
- Ability to prioritize and multitask.
- Ability to work independently

REQUIREMENTS

- Current Driver’s License and registered motor vehicle available for regular use.

WORK ENVIRONMENT

Work is performed under typical office conditions. Noise level is moderate. Essential functions are performed without exposure to adverse environmental conditions. Regular and frequent contact with municipal officials, staff, developers, engineers, consultants, the general public and staff from federal and state agencies. Work in the field may also be required.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Minimal physical effort generally required for work performed in the office. Position requires the ability to operate a keyboard and standard office equipment. Must operate an automobile to perform region-wide travel to transact MRPC business and travel to night meetings as needed.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Montachusett Regional Planning Commission is an equal opportunity employer.