JOB DESCRIPTION

Job Title: Senior Planner
Department: Planning and Development
FLSA Status: Exempt
Date Prepared: September 18, 2020

POSITION SUMMARY

Senior Planner is responsible for the development and implementation of a wide variety of complex planning tasks which includes but is not limited to land use, community development, environmental planning, economic development, housing, transportation, and transit. Works under the supervision of the Department’s Director.

Grade 19

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 advanced, professional multidisciplinary planning tasks.
- Manages and provides oversight of contracts, complex planning projects and studies including preparing and presenting research, local and regional plans and reports, and complying with funding and contracting requirements.
- Develops project budgets, administers bidding process, verifies contract expenditures and compliance, and provides contract invoicing information to Finance as needed.
- Prepares contracts between MRPC and its clients.
- Identifies new funding opportunities for agency.
- Applies for funding from governmental and other sources.
- Provides work directive and guidance to less experienced planning staff.
- Supervises assigned staff members on a full-time or project basis.
- Performs field work to gather data relevant to planning assignments as necessary.
- Provides input into the MRPC’s annual budget process.
- Acts on behalf of the Director of the Department when requested.

SUPERVISORY RESPONSIBILITY

Supervises junior level planners within organization.
Supervises Consultants.

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QUALIFICATIONS/SKILLS

- Graduation from an accredited four-year college or university with a bachelor’s degree and a major in urban planning or related field and eight years’ experience.
- Any equivalent combination of education and progressively responsible experience.
- Work requires thorough knowledge of planning principles, practices and research methods as well as independent judgment and initiative in the performance of duties.
- Ability to plan and manage a project budget.
- Ability to communicate effectively in oral and written forms for presenting reports and projects.
- Ability to establish and maintain effective working relationships with public officials, clients, coworkers, and the general public.
- Ability to provide leadership to other planners, interns, and project team members.
- Proven Supervisory experience.
- Proficient computer skills.
- Ability to manage projects effectively and meet firm deadlines
- Proven grant writing and management.
- Ability to work on several projects or issues simultaneously with frequent interruptions.

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.

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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.**