



REGIONAL PLANNER

POSITION SUMMARY AND ESSENTIAL FUNCTIONS

The Northwest Hills Council of Governments is multi-discipline, regional planning organization with twenty-one (21) member municipalities ranging from more urban municipalities like the City of Torrington and Winsted to small, rural towns such as Washington, Norfolk, and Salisbury. NHCOCG is governed by a Board of Directors comprising the Chief Elected Officials from each of its 21 communities. NHCOCG works to serve the communities of the northwest hills by providing necessary skills and support to its member municipalities across many areas of municipal planning, administration, and government. NHCOCG also seeks to elevate the northwest hills as a premiere rural region through policy and planning work in the areas of transportation, economic development, land use, housing, community development and environmental planning & sustainability.

NHCOCG serves as a forum to promote coordination and cooperation among municipal partners to identify and implement best practices. The agency's core disciplines include:

Transportation/Infrastructure
Land Use
Environment/Natural Hazard Mitigation/Sustainability
Economic Development
Regional Shared Services & Equipment
Geographic Information Systems (GIS) & Mapping Services
Regional Health & Human Services Network

The Regional Planner participates in regional planning activities and functions in a variety of specific disciplines as needed. Provides expertise in support of the essential functions outlined above and in other specialized region-wide work programs as they relate to the planning process in the region.

SUPERVISION RECEIVED

Works under the general direction of the Executive Director.

EXAMPLES OF DUTIES

- Provides expertise planning, research, and policy analysis for the Northwest Hills region in the areas of economic development, transportation, land use, housing, community development and environmental planning and sustainability.
- Provides specialized knowledge and expertise on planning issues.

- Serves as a liaison between member municipalities, community stakeholders and government agencies during the planning process.
- Assists with managing large scope projects by reviewing zoning and subdivision proposals occurring along Town boundaries.
- Reviews municipal plans of conservation and development.
- Assists in preparing and reviewing grant proposals, applications, and budgets for various funding sources.
- Manages and provide support for numerous NHCCOG planning studies and plans such as the Regional Plan of Conservation & Development, the Regional Transportation Plan and the Comprehensive Economic Development Strategy, which may include oversight of the RFP process, consultant selection, contracting, and invoicing.
- May coordinate the management of consultant efforts on specific projects.
- Supports efforts to conduct transportation planning projects.
- Prepares GIS services for various transportation and community & economic development planning efforts such as the Statewide Transportation Improvement Program and the Local Transportation Capital Improvement Program (LOTICIP).
- Creates and develops GIS and parcel layers for the Agency and member communities.
- Collaborates with other NHCOC employees to address and resolve concerns, provide assistance and support the overall functions of the department.
- Provides effective and efficient customer service, which promotes and maintains a culture of responsive community relations.
- Monitors industry trends and maintains required training, licensure and/or certification (demonstrate a willingness to work toward AICP certification if not already certified).
- Follows safe work practices and adhere to policies, procedures, ordinances that have been adopted by the Agency.
- Drafts Minutes of Committee and Board Meetings.
- May prepare newsletters, informational resources for Council, partner organizations, the organization website, and social media.
- The Executive Director may reassign work responsibilities at any time to meet the needs of the agency.

KNOWLEDGE, SKILLS, AND ABILITY

Knowledge of general principles and practices of regional planning to include land use, smart growth, transportation, sustainable development, and other planning disciplines; knowledge of sources of data regarding sociological, economic, and financial factors of community development; ability to do technical research and comprehensive studies in areas related to planning; considerable ability to prepare technical written reports. Ability to make and interpret sketches, designs, maps, and detailed drawings; ability to establish and maintain effective working relationships with associates and with the public; ability in written and oral expression. Regional planning versatility essential. Capable with personal computers, ArcGIS, social media, and word-processing and spreadsheet applications. Strong time management and organizational skills. Excellent written and oral communication skills. Ability to interpret and evaluate public policies and regulations and office financial matters. Ability to establish and maintain effective working relationships with elected and appointed officials, consultants, vendors, and the public. May be required to attend meetings outside of the region or evening meetings within the region as necessary.

MINIMUM QUALIFICATIONS, EXPERIENCE AND TRAINING

A master's degree in planning or a planning related field with an undergraduate degree in a related field and one (1) year professional experience, or an undergraduate degree in city or regional planning with at least three (3) years practical experience in the field, or as deemed equivalent.

CERTIFICATES AND LICENSES

- Current valid Driver's License.
- Membership in professional organizations preferred.
- AICP Certification a plus.

WORK ENVIRONMENT

Collaborative small office environment located in Litchfield, CT. This is a full-time position with a thirty-five (35) hour standard workweek.

Remote Work Policy and flexible hours with approval.

SALARY AND FRINGE

Salary Range - \$70,000 - \$85,000

NHCOG offers an excellent fringe benefit package, including medical, vision and dental, 401a, 457, group term life insurance, short-term disability and generous vacation, holiday, personal and sick time policies.

The Northwest Hills Council of Governments (NHCOG) provides equal employment opportunities (EEO) and prohibits unlawful discrimination and harassment, with respect to all employees and applicants for employment, including but not limited to, age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.