

Bennington County Regional Commission

JOB ANNOUNCEMENT – Updated 9/28/2022

Regional Planner



The Bennington County Regional Commission (BCRC) seeks to hire a full-time Regional Planner to support the organization's ongoing work in land use planning, geographic information system (GIS) analysis, transportation planning, community and economic development planning and implementation and other programs. This is a position that will respond flexibly to evolving project needs of the BCRC.

Job responsibilities will include working across BCRC programs as required and could include activities such as developing comprehensive plans, land use regulations, and special planning studies as well as performing GIS analyses and generating maps and rich graphic content to support projects across the BCRC's various programs. The Regional Planner will also work closely with the Transportation Program Manager and Community and Economic Development Program Manager to gather data, manage projects, and support special studies. The Regional Planner may assist other program projects as deemed necessary by the Executive Director.

The Regional Planner will work closely with BCRC staff and volunteers from local and regional organizations, municipalities, and state agencies. Attendance and participation in public meetings are required. Strong critical thinking, interpersonal skills, and oral and written communication skills are essential as is a strong working knowledge of GIS software. The ideal candidate will have familiarity with and interest in community planning and development. A bachelor's or master's degree in planning or a related field is desired, and professional experience that includes project or program management is preferred.

Salary to be commensurate with skills and experience. The BCRC offers an excellent and comprehensive benefits package as well as a friendly and engaging work environment. Flexible working arrangements are accommodated including remote work options. This position qualifies for the Public Service Loan Forgiveness [Program](#).

The BCRC is a regional planning agency in [beautiful southwestern Vermont](#) with offices in vibrant and convenient downtown [Bennington](#). The BCRC serves a seventeen-municipality region that includes historic villages, two major population and employment centers in Bennington and Manchester, resort communities, and rural countryside. Year-round recreation and cultural opportunities abound within the region and in neighboring [Berkshire](#) County, MA and the [Capital District](#) of New York. More information can be found at the Commission's website: www.bcrct.org.

Submit a letter of interest and resume, which may include references, to Bill Colvin, Executive Director, at bcolvin@bcrct.org with subject line "REGIONAL PLANNER POSITION." See the full ad and job description at www.bcrct.org. Questions may be submitted via email; subsequent phone inquiries are welcome. Open until filled.

The BCRC is an equal opportunity employer that is dedicated to building an inclusive workplace that invests in employee professional development. If you are excited about this opportunity but your experience does not align perfectly with all the qualifications in the job description, we encourage you to apply. You may be the right candidate for this or another role at the BCRC.



JOB DESCRIPTION

Position: Regional Planner

Reports to: Executive Director or Designee

Date: Updated 9/28/2022

General Responsibilities

The Regional Planner will complete a variety of local and regional planning projects, including:

- Working with municipalities and other interested parties to prepare and update municipal comprehensive plans and to complete special planning projects.
- Conducting geographical analyses using geographic information software (GIS), and preparing maps and other graphically rich materials in support of a range of planning and community development projects.
- Working with municipalities to develop and implement municipal land use regulations and local ordinances consistent with adopted land use policies.
- Working with Program Managers to execute data gathering tasks, identify and pursue new projects and funding opportunities to advance planning and development activities in the region, and complete related plans and special projects as needed.
- Applying for grant funding, managing grant funds and work programs, and submitting invoices and reports.
- Completing other work as assigned by the Executive Director.

Qualifications:

- Working familiarity with GIS programs. Demonstrated ability to input and analyze geographic data, to manipulate existing datasets and map files, and to create appealing map products.
- Coursework or a degree in planning or a related field.
- Professional experience in community development, land use planning, or transportation planning.
- Basic computer literacy and working knowledge of Microsoft Office programs.

Desired Skills and Experience:

- The ideal candidate is a self-motivated individual who enjoys working with others, analyzing and solving problems, and implementing real-world solutions.
- Demonstrated critical thinking, written and oral communication, and public speaking skills.
- Experience completing quantitative and qualitative research and presenting findings via written reports and PowerPoint presentations.
- Excellent interpersonal skills for facilitating relationships with municipal officials and citizen groups.
- Ability to work on several projects simultaneously and independently with supervision as needed.
- Experience and interest in engaging with diverse groups of people.
- Familiarity with methods for soliciting public input and facilitating group decision making.
- Familiarity with and interest in land use policy and processes, housing access, transportation topics, open space development, community and economic development principles and local government decision-making.
- Working knowledge of Adobe Creative Suite programs a plus.