

## Regional Planner / Solid Waste Program Manager

### Regional Planning Responsibilities:

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

- Working with municipalities and other interested parties to complete town plans and special planning projects.
- Conducting geographical analyses, using GIS software, and preparing maps and other materials in support of a range of planning and community development projects.
- Working with the Emergency Management Program Manager to develop a budget for that program, identifying and pursuing funding opportunities to advance emergency management planning in the region, and completing related plans and special projects as needed.
- Providing support for the State Emergency Operations Center, as needed.
- Working with municipalities in developing local ordinances including flood hazard and river corridor regulations.
- Applying for grant funding, managing grant funds and work programs, and submitting invoices and reports.
- Maintaining appropriate levels of certifications and trainings necessary to the position.

This position involves close coordination with the Bennington County Solid Waste Alliance (BCSWA). The Regional Planner will oversee solid waste planning and management programs for this consortium of thirteen towns. It is anticipated that the Regional Planner will devote approximately 50 percent of their time to these tasks. Specific responsibilities include:

- Providing staff support to the BCSWA and overseeing any staff/contractors retained by the Alliance to assist with the completion of implementation activities.
- Developing and implementing an annual work program and budget, and implementing program tasks as outlined in the Solid Waste Implementation Plan (SWIP), as directed and with funding provided by the BCSWA.
- Applying for and administering grants necessary for the conduct of the solid waste program.
- Administering the recycling programs of the Integrated Solid Waste Applications Program (ISWAP) including recycling invoicing and changes to the contract with Casella Waste Management.
- Organizing and holding at least three household hazardous waste/conditionally exempt generator (HHW/CEG) events for the Alliance towns.
- Organizing and conducting workshops and forums on key solid waste issues and providing content for the program's website.
- Representing BCRC and the Bennington County Solid Waste Alliance (BCSWA) at meetings with the Agency of Natural Resources and of other Vermont solid waste districts and alliances.
- Completing additional duties as needed to effectively and efficiently implement the program. A detailed description of BCSWA activities is available from the BCRC.