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**Kennebec Valley Council of Governments**

**Community Planner**

Location: Fairfield, ME, with frequent time spent out of office

Classification: Full time, permanent

Kennebec Valley Council of Governments (KVCOG) is a community nonprofit organization that provides planning and economic development assistance to the towns in Kennebec, Somerset, and part of Waldo County. KVCOG is accepting applications for a Community Planner to join our team.

**NATURE AND SCOPE OF WORK:**

The position of Community Planner is responsible for delivering technical and administrative assistance to municipal and regional entities on a broad array of land use, development, environmental and infrastructure topics. The Community Planner also provides the GIS mapping services for the KVCOG region. The Community Planner will be required to provide the administration and oversight of projects/programs including contracts, budgeting, monitoring, reviewing, and reporting as assigned by the Planning Director.

Work is performed under the general supervision of the Planning Director. Work is evaluated through observations, discussions, reports, and results obtained.

**JOB REQUIREMENTS AND RESPONSIBILITIES:**

* Provide technical planning and related assistance to municipal officials, by phone, in writing, and in person. Participate in providing education and training to local officials through workshops, individual assistance, newsletter articles, and other venues.
* Work with local committees in drafting, review, and revision of local plans, regulations, and related materials. Assist in the implementation, interpretation and administration of plans and ordinances.
* Assist or provide advice in the review of development proposals under local ordinances.
* Correctly and efficiently utilizes and analyzes demographic, economic, environmental, tabular, and mapped sources of information for presentation in reports and to audiences in support of planning initiatives.
* Attends meetings of local, regional, and state groups and committees, planning seminars, and conferences. This includes evening meetings.
* Develops funding proposals and grant applications for delivery of service programs. Manages work programs and contracts in coordination with funding source.
* Communicates and coordinates plans and projects with other planners and KVCOG staff, local and regional groups, and governmental agencies.
* Prepares reports, plans, ordinances, and other planning-related documents utilizing word processing, presentation, database, and spreadsheet software, integrating computer generated maps (GIS) and graphics as necessary.
* Performs related work as required and any other assigned duties as needed.

**QUALIFICATIONS:**

* A minimum of a four-year college degree, preferable with specialization in planning or a related field or significant progressively responsible planning job experience. Considerable experience in planning and development.
* Proficiency with GIS is strongly encouraged.
* Experience of working with Municipalities and State Agencies is preferred.
* Working knowledge of the principles, and practices, and applications of community and regional planning, municipal land use planning, design, development, and related field.
* Working knowledge of the principles, and practices, and applications of transportation planning.
* Knowledge and experience if administration and oversight of project contracts (work-planning, invoicing, reporting, budgeting, and liaising with the contracted partner.)
* Working knowledge of research techniques, with strong analytical skills and the ability to carry out a variety of research projects.
* Responsible for the maintenance and improvement of the in-house Census and State information databases. Including an understanding of historical records and how to integrate annual updates and generate standardized outputs. This includes being the liaison with the Census Bureau and integration of Census data to the GIS system.
* Excellent oral and written communication skills including the ability to present technical information and planning concepts clearly and effectively to a range of audiences.
* Up-to-date working knowledge of Federal and State legislation, programs, regulations, and procedures related to planning and the area of specialization. Interest in or willingness to learn about Brownfields assessment a plus.
* Working knowledge of areas of technical expertise related to the area of specialization, such as engineering and GIS technology.
* Ability to organize and facilitate group and committee discussions leading to clear and identifiable outcomes.
* Experience and skills to be an effective public speaker and communicator.
* Ability to communicate and establish and maintain effective working relationships with local, state, and federal officials, and colleagues in other public and private agencies and institutions.
* Ability to work with limited supervision, to organize and execute work assignments in a thorough and timely manner, to work under frequent time pressures and be able to keep several projects in progress at the same time.
* Willingness to travel, primarily within the central Maine area, and to attend frequent evening meetings, using personal vehicle for business use (mileage reimbursable).

**This is a full-time, exempt position with a comprehensive benefits package including health, dental, vision, life, short and long-term disability, paid time off, 13 paid holidays per year, 403(b) pension plan with agency match, flexible work schedules, and more. Compensation is commensurate with experience. KVCOG is an Equal Opportunity Employer.**

Application should include a cover letter, resume, and three references and should emailed to the search committee at [hr@kvcog.org](mailto:hr@kvcog.org).