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**Kennebec Valley Council of Governments**

**Resiliency 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 Resiliency Planner to join our team.

**NATURE AND SCOPE OF WORK:**

The position of Resiliency Planner is responsible for planning and providing emergency preparedness, response and recovery coordination services to the KVCOG region to build resiliency and be better prepared to plan, respond to and recover from emergency events. The position will also be involved in other general planning work such as delivering technical assistance to municipal and regional entities on a broad array of land use, development, environmental and infrastructure topics. The utilization of GIS mapping is also a desired function of this position.

**JOB REQUIREMENTS AND RESPONSIBILITIES:**

* Partners with communities and other state and regional organizations to improve emergency preparedness, build resiliency and develop key relationships in anticipation of future disasters.
* Develops programs concerning emergency response actions and resiliency for residents and businesses.
* Develops and coordinates processes and organizational structures to sustain the community and the organization in the aftermath of future disasters.
* Actively engages departments, sister agencies and community-based groups through discussion, integrated planning and training exercises addressing prevention, protection, mitigation, response, preparedness and recovery.
* Provide resilience, land use and transportation planning assistance to municipal officials, by phone, in writing, and in person.
* 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.
* 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.
* 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 strongly preferred.
* Working knowledge of the principles, and practices, and applications of resiliency planning or related field.
* Working knowledge of the principles, and practices, and applications of land use , community and transportation planning.
* Working knowledge of general research techniques, with strong analytical skills and the ability to carry out a variety of research projects.
* 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 federal emergency management, resiliency and planning.
* Recent and direct experience, emergency management certification at state and federal levels is preferred.
* Ability to organize and facilitate group and committee discussions leading to clear and identifiable outcomes.
* 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.