



SENIOR COMMUNITY PLANNER

The Lehigh Valley Planning Commission (LVPC) is looking to hire a Senior Community Planner to provide regional and community planning services for the Lehigh Valley community. The successful candidate will assist with comprehensive and subarea planning projects addressing complex, sometimes politically sensitive issues. The LVPC Community Planning Section is responsible for the *Regional Comprehensive Plan*, specific community plans and special planning projects, subdivision and land development review, community ordinance analysis, supports the Planning Commission and leads cross-departmental planning and policy efforts.

Team members act as project leads managing projects, and act as community consultants with a high degree of independence and provide direct guidance to the LVPC leadership, other LVPC sections, boards and commissions, and the public. Team members are expected to be highly capable communicators and collaborators that work well with complex, multifaceted problems that require innovative solutions. The LVPC Team is entrepreneurial, innovative, highly motivated, cross-disciplinary and committed to effectively planning for and responding to 21st century needs.

ABOUT THE LEHIGH VALLEY PLANNING COMMISSION + REGION

The Lehigh Valley Planning Commission is the official planning commission for Pennsylvania's Lehigh and Northampton Counties. The LVPC also serves as the federally designated Metropolitan Planning Agency, or transportation and infrastructure planning agency for the same area. The Lehigh Valley is strategically located on the eastern border of Pennsylvania, north of the Philadelphia region and west of the New York-New Jersey metropolitan statistical area. The fastest growing region in the Commonwealth, the Lehigh Valley is known for a high quality of life, recreational and cultural amenities, as well as its variety of housing and communities from rural to urban. The region is unique, in that it is home to three cities and 59 other communities, including dense urbanized boroughs, old and new suburbs, cross-roads villages and rural landscapes.

CURRENT LVPC PROJECTS

The LVPC 2016 work program includes the update of the *Lehigh Valley Comprehensive Plan*, update of the *Southwest Lehigh Communities' Comprehensive Plan*, creation of a new Lehigh County Parks, Recreation, Open Space and Agricultural Lands Plan, implementation of an ArcGIS Online public access mapping system, development of map-based land use decision-making modeling, development of a community economic modeling system, new Sidewalk Inventory and healthy communities initiatives, among other exciting plans and projects. Up to the moment plans, projects, activities and events are available at www.lvpc.org.

ESSENTIAL DUTIES + RESPONSIBILITIES

Working under the general direction of the Director of Community Planning, the Senior Community Planner:

- Manages and carries out planning projects involving complex technical analysis and policy development for a broad spectrum of interested parties.
- Plans, develops and executes work programs for projects that have a high level of impact on the organization and the region as a whole.
- Works constructively in teams that span multiple LVPC sections and, at times, outside agencies, using communication and shared leadership skills to successfully collaborate and achieve multiple objectives.
- Reviews subdivision and land development plans, zoning ordinances, subdivision and land development ordinances, street vacation requests, local comprehensive plans and associated planning and engineering documents for the broader implications as they pertain to land use planning.
- Conducts research, prepares and presents reports that clearly communicate technical analyses and make the case for policy and other recommendations, as appropriate. Utilizes geographic information systems (GIS), computer modeling and other technical tools, and works with GIS team.
- Communicates effectively with peers, Planning Commission, local governments and other stakeholders on planning issues in a manner that develops and maintains positive relationships and advances the understanding of the issues at hand.
- Represents the LVPC on various committees, at neighborhood organizations and community meetings, at public hearings, and before governmental bodies.
- Prepares and implements community engagement strategies, including development of innovative collaborative methods for the greatest collective community impact.
- Constructively reviews planning studies, reports, presentations and other products completed by consultants, communities and other staff members and provides guidance and mentorship to less experienced staff members.
- Evaluates program accomplishments against established goals and timetables, and makes recommendations based upon evaluation, concerning future plans.

The candidate will be responsible for project outcomes and is expected to work independently when executing project plans, while receiving overall guidance from the Director of Community Planning.

KNOWLEDGE, SKILLS + ABILITIES

General Knowledge of: Principles of land use and long-range planning; regional comprehensive planning; city, county, state and federal laws, codes and regulations pertaining to community planning; real estate markets, national and international trends; research techniques for land use trends and regulations; nomenclature, symbols, methods, practices, techniques, and computer software used in planning, drafting, mapping, and statistical analysis as applied to land use; principles of record keeping and records management.

Skills in: Researching and analyzing the factors affecting community planning projects; organizing, evaluating, analyzing and presenting data and information; preparing reports and checking designs, details, estimates, plans, and specifications of planning projects; use and interpretation of national economic data sets for supplementing existing research to write clearly and concisely; analyzing planning issues, evaluating alternatives, and making logical recommendations based on findings; maintaining accurate and interrelated technical records.

Ability to: Assess and prioritize multiple tasks, projects and demands; communicate effectively in verbal written, and graphic forms; establish and maintain effective working relations with co-workers, elected and appointed officials, community groups and the public; understanding and interpreting land use regulations, comprehensive planning processes, community engagement and state and Federal laws.

QUALIFICATIONS + MINIMUM REQUIREMENTS

- Degree from an accredited four-year college or university in urban planning, architecture, environmental studies or closely related field. A master's degree is preferred.
 - Five or more years of progressively responsible related experience in comprehensive and growth management planning at the state, regional or municipal level.
 - Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- American Institute of Certified Planners is preferred, or the desire and ability to seek certification within two years of employment.
- Ability to utilize Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook) and various social media platforms (Facebook, Twitter, Instagram, LinkedIn). Those with GIS, REMI, Sketch-Up, Adobe Creative Suite and other specialty skills are encouraged to apply.
- Excellent verbal and written communication skills.
- Refined organizational skills, including time-management abilities.
- Demonstrated ability to work within and contribute to a team structure.
- Demonstrated ability to work with diverse groups of people and in diverse environments.
- Participation in some early morning, evening and weekend meetings.
- Possess or immediately obtain a Pennsylvania driver's license

SALARY

\$42,000 - \$73,500 per annum; excellent benefits.

APPLY

Only e-mail submissions to toscavich@lvpc.org will be accepted and must include:

- a. Current resume detailing your education and experience.
- b. Letter of interest describing how you meet the qualifications for this position and why you would like to be considered.
- c. Minimum of three (3) references with names, address, telephone number, e-mail and relationship information for each person.

Application materials must be received by 5:00 PM Eastern Standard Time on March 31, 2016.

Lehigh Valley Planning Commission/Lehigh Valley Transportation Study is an equal opportunity employer. Persons with a disability who need assistance with their application or that need this announcement in an alternative format, may call (610) 264-4544.