



## Director of Community Planning

The Lehigh Valley Planning Commission (LVPC) is hiring a Director of Community Planning to provide regional and community planning services for the Lehigh Valley community. The successful candidate will assist with the reorganization and evolution of the Community Planning Section to support the Executive Director, LVPC and the region. The ideal candidate will be a contemporary planning professional who demonstrates the ability to understand and appreciate the complex social, economic and environmental factors that sustain the Lehigh Valley community. He/she will be an empowering manager who can effectively foster cohesiveness across functions and sections. An adept relationship builder, the ideal candidate will also have extensive experience interacting with a highly engaged community. The Director of Community Planning is anticipated to provide strong leadership to a variety of communities in urban, suburban and rural contexts, specifically, in the areas of:

- Comprehensive and community planning
- Revitalization and sustainability planning
- Regional growth management
- Ordinance development and implementation planning
- Regional and local comprehensive plan development and implementation
- Subdivision and land development review oversight
- Community engagement and relationship building
- Management of the Community Planning Section

### ABOUT THE LEHIGH VALLEY PLANNING COMMISSION, TRANSPORTATION STUDY + REGION

The Lehigh Valley Planning Commission is the official planning commission for Pennsylvania's Lehigh and Northampton Counties and the third most populated region in the Commonwealth. The LVPC also, serves as the Metropolitan Planning Organization, or transportation and infrastructure planning agency for the same areas. 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/LVTS work program includes the overhaul and modernization of the *Regional Comprehensive Plan*, creation of a new *Lehigh County Parks, Recreation and Open Space Plan*, *Monocacy Creek Stormwater Management Plan* update, first ever regional bicycle and pedestrian masterplan, three multi-municipal community comprehensive plans, among the growth and expansion of online data and community outreach initiatives.

## **JOB DESCRIPTION**

**Job Title:** Director of Community Planning

**Salary Range:** \$63,000 - \$102,000

**Responsibility and Reporting to:** Executive Director

**Location:** 961 Marcon Boulevard, Suite 310, Allentown, Pennsylvania

**Overall Purpose:** Community and Regional Planning, Section Management

### **Key Tasks and Responsibilities:**

- Directs and manages the Community Planning Section of LVPC including establishing priorities, setting quality standards, and ensuring established deadlines are met, overseeing section personnel, projects and section work plan
- Assists in the development and maintenance of the regional comprehensive plan
- Directs the administration of Lehigh and Northampton County subdivision and land development, subdivision and ordinance review processes
- Interprets and applies applicable state, county, and local codes, ordinances, regulations, standards, specifications, policies and procedures pertaining to planning, zoning, land development, and land use
- Presents applications to the LVPC, local government, planning, zoning boards and commissions, and citizen groups
- Ensures accurate and consistent application of policies and regulations
- Collaborates with the Transportation, Environmental, Administrative Sections of the LVPC, as well as, the Lehigh Valley Transportation Study Technical and Coordinating Committees and Lehigh Valley Planning Commissioners to further community planning functions
- Collaborates with Lehigh County, Northampton County, Lehigh Valley communities and other organizations to further LVPC objectives
- Prepares and delivers community engagement services to further regional planning and support the equity ethos of the LVPC
- Prepares planning documents, model ordinances and projects in conjunction with the LVPC Team
- Directs and manages the region's largest public data center, including leading scenario planning efforts
- Directs personnel management/performance in section
- Collaborates with the LVPC team to promote regional and community planning services including seeking out and capitalizing on new opportunities
- Prepares and presents to a variety of audiences and in a variety of formats
- Manages the Lehigh Valley Government Academy and Certified Citizen Planner Programs and identifies and presents planning training courses to the community
- Mentors and coaches Community Planning Team, supporting an environment of learning and innovation
- Arranges and participates in community consultations, meetings and events
- Represents the Executive Director at meetings or on projects
- Other duties as assigned

### **Qualifications**

- Graduate degree in City and/or Regional Planning or other related discipline and/or experience required
- Must have exceptional interdisciplinary knowledge of all facets of planning, agency administration, intergovernmental coordination, and public communication
- American Institute of Certified Planners, ASLA, and/or AIA membership/certification is preferred
- Demonstrated ability to work within and contribute to a team structure
- Demonstrated ability to work with diverse groups of people and in diverse environments

- Possess or immediately obtain a Pennsylvania driver's license

### **Experience**

- Eight (8) to Ten (10) years of increasingly responsible experience, including five (5) years of project management experience is preferred

### **Skills and Training**

- Information Technology literacy in standard industry software including:
  - Microsoft Office; Word, Access and Excel are essential
  - Adobe Creative Suite; Photoshop, Illustrator, and InDesign preferred
  - Geographic Information Systems preferred
- Excellent verbal and written communication skills
- Refined organizational skills, including time-management abilities

### **How to Apply:**

Only e-mail submissions to Erin Willis, Executive Director, ewillis@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 February 24, 2017.

Those applicants selected to advance to the next stage of the hiring process will be required to submit a portfolio.

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.