

# Comprehensive Planning Manager

The Old Colony Planning Council, a proactive regional planning agency serving 17 municipalities in greater Plymouth County, seeks a highly qualified and motivated Comprehensive Planning Manager to focus on land use, zoning, water quality, open space, environment, and climate resilience. The Comprehensive Planning Manager will work closely with state agencies, local officials, community groups, businesses, and institutions.

The Comprehensive Program Manager supervises professional staff and participates in advanced planning activities. Typical functions include: Performing and managing complex and sensitive professional planning projects, research and analysis; Monitoring and ensuring compliance with local, state and federal laws; Participating in budget preparation and administration, and monitoring and controlling of expenditures; Preparing reports on operations and activities, and recommending improvements and modifications; and attending meetings in the evening, as required.

## Requirements and Qualifications

Requires knowledge and familiarity with: Urban planning and development and local government policies and procedures; Housing, zoning, historic preservation, economic development, climate resiliency, and, environment sustainability; Research methods and statistical principles related to urban growth and development; and public participation techniques and processes.

Qualifications include five or more years of relevant experience, excellent communication and organizational skills, knowledge of applicable state and federal programs, Master's degree in Urban and Regional Planning, or similar is preferred, and AICP Certification.

The Comprehensive Planning Manager shall report to the Executive Director and shall be responsible for the following activities:

- Assist municipalities to develop and implement plans and strategies, including local visions, master plans; housing production plans, economic development, and open space plans; zoning, permitting procedures, and a wide array of other plans
- provide professional planning assistance to local governments, including planning experience in land use, economic development, housing, or open space; experience in bylaw/ordinance preparation to promote sustainable and equitable development;
- Knowledge of federal, state and local land use policy issues, laws, regulations, and programs, as well as best planning practices related to master planning and other local planning activities; familiarity with Massachusetts state programs such as Expedited Permitting (MGL Ch. 43D), and Smart Growth Zoning (MGL Ch. 40R);
- Strong research, writing, and communication skills, including ability to use data and GIS effectively; ability to analyze data and discern trends in fields such as demography, real estate, local markets, impact analysis, and government and housing finance;
- Strong organizational skills and ability to work effectively with community groups and government officials, especially local elected and appointed officials;

- Strong skills and flexibility in public process, facilitation, and collaboration; ability to work with the public and to articulate planning and policy issues to a wide variety of audiences; ability to build coalitions, achieve consensus, and resolve disputes in complex public policy situations;
- Knowledge and understanding of the real estate development process, ability to evaluate residential or commercial sites and projects, or experience with sustainable development and finance;
- Ability to identify, evaluate, and strategize to overcome political and economic barriers to various forms of sustainable development, e.g., affordable housing, mixed-use development, and TOD; and/or
- Ability and interest in advocating for greater equity throughout the region, especially in housing, employment, Environmental Justice, and other land use issues.

**Salary:** The starting salary ranges from \$60,000 to \$80,000, depending on qualifications and experience.

Please submit a cover letter, resume, and three (3) references to Pat Ciaramella, Executive Director, Old Colony Planning Council, 70 School Street, Brockton, MA 02301. Position will remain open until filled or the recruitment is cancelled.

Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region.

OCPC is an EOE/AA employer.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Old Colony Planning Council (OCPC)  
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