

Job Title: SENIOR COMPREHENSIVE PLANNER
Reporting to: Director of Community Planning and Economic Development
Office Location: Brockton, MA (currently remote working with limited office access)

Job Summary:

At Old Colony Planning Council, we assist cities and towns in planning for present and future needs, utilizing our local knowledge, technical expertise, and regional collaboration. We serve 17 communities in southeastern MA as their regional planning agency. Our vision is that communities in the Old Colony region are resilient, sustainable, equitable, connected, collaborative, and responsive.

Fast-paced and collaborative, the Community Planning and Economic Development Department is responsible for delivering plans and projects at the regional and city/town levels, in particular but not limited to the following: regional and municipal long-range planning, including visioning and master plans; municipal vulnerability and hazard mitigation planning; municipal energy use reduction and climate adaptation; parks and open space planning; economic development and recovery; housing; and zoning.

The Senior Comprehensive Planner will play an important part in delivering plans and projects within the department, both independently and in collaboration with other staff. This is an excellent opportunity for a planner interested in a wide range of technical planning projects and enthusiastic about public participation.

The success candidate will be joining a high-performing team of professionals with diverse planning backgrounds. Our shared organizational values include Planning for All, Thinking Ahead, Partnering with Communities, and Serving with Dedication.

Responsibilities and Duties:

Example responsibilities and duties of the Senior Comprehensive Planner are as follow:

- Support the Director of Community Planning and Economic Development in delivering a wide variety of planning and technical assistance projects through the District Local Technical Assistance Program
- Lead public participation for departmental projects, including organizing public workshops and educational events, making public presentations, and facilitating public discussions
- Assist municipalities in reducing energy use through the Green Communities program, including advising on saving energy and supporting grant administration
- Work with housing authorities to set utility allowances for tenants
- Collect, organize, and maintain data related to land use, demographics, housing trends, etc. for use in departmental and organization-wide plans, studies, and reports
- Research and prepare reports, studies, testimony, and presentations, including but not limited to the preparation and maintenance of the regional policy plan, review of local comprehensive plans, plan amendments, hazard mitigation and municipal vulnerability planning, housing production plans, corridor studies, regional transportation plans, and redevelopment plans.
- Maintain excellent relationships with interest-based organizations, local officials, state agencies, community groups, and the public
- Produce accurate, polished content for print and digital applications targeting internal and external stakeholders and the general public

The Senior Comprehensive Planner will be expected to take on other responsibilities and duties as assigned to advance OCPC's mission. Evening, early morning, and weekend meetings are occasionally required and scheduled in advance.

Required Knowledge, Skills, and Abilities:

Candidates should have *either* a bachelor's degree in a related field and five years of professional planning experience *or* a master's degree in a related field and three years of professional planning experience. The following are also required:

- Broad knowledge and understanding of the principals, practices, and techniques of planning
- Enthusiasm for and experience with public participation in planning
- Superb verbal communication skills, including public presentations
- Superb project management skills
- Excellent analytical skills
- Excellent writing skills
- Familiarity with Microsoft Office
- Experience in survey design and analysis
- Member of the American Planning Association (APA)
- Experience using Social Media; Facebook, Twitter and LinkedIn

Preferred Knowledge, Skills, and Abilities:

The following are preferred but *not* required:

- Ability to generate high-quality graphics, diagrams, maps, sketches, and/or renderings
- Experience using Adobe Creative Suite programs such as InDesign

Salary and Benefits:

The starting salary ranges: \$65,000 to \$75,000 annually, depending on qualifications and experience.

This is a full-time (35 hours) exempt position. OCPC offers excellent state benefits as well as a flexible, supportive, family-friendly work environment. Our office is pet-friendly, and we often have health and wellbeing opportunities. Our leadership is committed to providing ongoing professional development.

Our office, 70 School Street, Brockton, MA 02301, is in the converted Edison Electric Illuminating Company Power Station, a historic building in downtown Brockton, easily accessible by commuter rail and bus. Bicycle storage is available. We are currently working remotely during the COVID-19 pandemic.

To Apply:

Applications must be submitted by 4 p.m. on Friday, January 22, 2021. Please, no phone call or email inquiries. We will respond to every candidate after we have reviewed all applications.

To apply, please email your cover letter, resume, and one work sample (report, presentation, or other related planning document) to Mary Waldron, Executive Director, Old Colony Planning Council, at mwaldron@ocpcrpa.org. As an alternative to email, you can mail your application by mailing to 70 School Street, Brockton MA 02301, but must be received by 4 p.m. on January 22, 2021.

If you are a qualified candidate for an interview, you will be asked to submit three references and additional work samples.

Candidates must have legal authorization to work in the USA and a valid driver's license (or the ability to arrange transportation as needed). OCPC is committed to creating a diverse environment and is proud to be an equal opportunity employer. *All* qualified applicants will receive consideration for employment. For more information about us, please visit www.ocpcrpa.org