



Lakes Region Planning Commission

Job Description 10-21-2021

Job Title: Principal Planner

General Scope of Work:

The principal planner performs varied and complex planning and managerial duties, and provides professional staff support to the executive director. Demonstrates leadership and professionalism within the Commission. Performs specialized activities and manages programs on behalf of the Commission in multiple planning disciplines. Serves as the principal land use and transportation planner and may be assigned special projects by the executive director. Provides expert level guidance and coaching to other planning staff to ensure a high level of professional standards and practices are incorporated into the LRPC's work program.

Typical Assignments:

Works directly with the executive director in building and allocating staff resources for all agency planning work related to land use, natural resources, economic development, GIS, hazard mitigation, and regional planning.

Coordinates and/or assumes project and contract management responsibilities for master plans, land use regulations, capital improvement plans and other contracted tasks. Responsible for ensuring that all assigned projects are completed within approved budgets and schedules.

Performs complex transportation planning activities, including coordination of LRPC's Transportation Advisory Committee meetings, and participates in the development, scheduling, and implementation of all LRPC transportation planning programs. Supervises staff as appropriate.

Provides direct planning assistance to LRPC's member communities on issues related to land use, zoning, subdivision, master plans, and related topics. Develops proposals and cost estimates for work requested by LRPC clients. Participates in and directly supervises LRPC's circuit rider planning staff. Actively works to increase and enhance services to member communities.

Attends meetings with planning boards, selectmen, commissioners, state officials, and the public, as needed. Represents the Commission in advanced level policy discussions as assigned and as appropriate.

Assists with exploring and preparing grant and contract funding possibilities for all the agency's programs.

Provides group or individual training to staff on planning standards, practices, and techniques. Responsible for implementing annual citizen education workshops.

Demonstrates and promotes exemplary work ethic and professionalism within the agency and fosters a spirit of teamwork among staff.

Required Knowledge, Skills, and Abilities:

A working knowledge of the principles, practices, laws, and regulations related to planning, zoning, municipal capital improvements, and transportation planning. Ability to maintain effective working relationships with colleagues, clients, officials, and the public. Ability to manage and monitor staff. Ability to manage multiple projects simultaneously and be responsive to unique situations as they emerge. Ability to speak and write effectively and to self-start and motivate. Working knowledge of professional computer hardware and software. Must be capable of working with persons representing a variety of disciplines and laypersons. Must be willing and able to attend evening meetings at a variety of locations within the region.

Minimum Education and Experience:

B.A. from an accredited college or university with a major in planning, geography, economics, or other closely related field. At least six years of related experience. A Master of Regional Planning or equivalent may substitute for two years of direct regional planning experience.

Pay, Benefits, and How to Apply:

Pay and flexible work schedule are negotiable and will be commensurate with experience. Full benefits including medical, dental, annual and personal leave time, holidays, short and long-term disability, and more. To apply, please send your cover letter and résumé in confidence to Executive Director Jeffrey R. Hayes at jhayes@lakesrpc.org. Position open until filled. EOE.

Newspaper Advertisement

Lakes Region Planning Commission (LRPC) Principal Planner: Make a career move that will improve your life. Live, work, and play in our outdoor-rich region located in the heart of New Hampshire. The Lakes Region includes 29 towns and two small iconic New England cities. The region is filled with New Hampshire's greatest lakes and ponds as well as vast conservation areas including the 36,000-acre Sandwich Wilderness Range. All of this with interstate access and a great flexible office location in Meredith with a view of Lake Winnepesaukee. To view a position description, please visit our website at www.lakesrpc.org and click on the Employment tab under About LRPC. To apply, please send your cover letter and résumé in confidence to Executive Director Jeffrey R. Hayes at jhayes@lakesrpc.org. Position open until filled. EOE.