



## **Planning Technician Needed – Summer 2017**

The Central Vermont Regional Planning Commission (CVRPC) is seeking to fill **two** Planning Technician positions for the summer (June – August) of 2017. The Commission assists its 23 member municipalities to provide effective local government and work cooperatively to address regional issues, such as transportation challenges and water quality improvement. More information about CVRPC is available at <http://centralvtplanning.org/>

### **PLANNING TECHNICIAN**

Major areas of work may include land use, transportation, and/or climate change planning.

Planning Technicians will:

- Download and analyze data for incorporation into planning documents, such as local and regional plans, local energy plans, and local hazard mitigation plans,
- Inventory and map road erosion sites in support of town implementation of clean water projects,
- Conduct transportation counts and infrastructure assessments to support public investments,
- Complete map production activities for completed inventories,
- Assist senior staff with community engagement and public outreach related to a variety of projects.

### **COMPENSATION:**

Pay is \$13.00/hour and technicians are expected to work 40 hours per week. CVRPC will reimburse on-the-job mileage costs at the allowable federal rate. Standard work week is Monday-Friday.

### **DURATION:**

These positions are expected to work from early June through mid-August 2016, and candidates may elect to start earlier or end later. Candidates should specify start and end dates in their cover letter.

## **QUALIFICATIONS NEEDED:**

- Interest in the planning profession and relevant planning specializations. Undergraduate students, graduate students, and new graduates are invited to apply. A degree in planning or a related field is not required for this position.
- The employee must be flexible in their scheduling and have their own means of transportation.
- Must be a U.S. citizen or otherwise lawfully authorized to work in the United States.

Application materials are due by Friday, May 12th, 2017. The interview process will commence as materials are received.

## **BENEFITS OF SERVING IN THIS POSITION:**

- Gain experience communicating directly with municipal officials and the public.
- Participate in project and Commission meetings.
- Learn to create compelling community engagement content for various audiences.
- Learn how data and information is used in different aspects of the planning field.
- Gain experience working in a dynamic team and on your own initiative.
- Expand “soft skills” critical to advancement in today’s job market.

To apply e-mail cover letter, resume, and contact information for three references to:

Daniel Currier, Program Manager  
Central Vermont Regional Planning Commission  
29 Main St., Suite 4  
Montpelier, VT 05602  
802- 229-0389  
[Currier@cvregion.com](mailto:Currier@cvregion.com)

***CVRPC IS AN EQUAL OPPORTUNITY EMPLOYER***

# **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

## **PLANNING TECHNICIAN**

### **Job Description**

#### **GENERAL DESCRIPTION**

The Planning Technician position is an internship-level position. The length of the internship, hours per week, expected tasks, amount of supervision, and areas of specialization vary with each position. The position may be by stipend, paid or unpaid, and does not include any benefits except for worker's compensation coverage.

Work may be required throughout the region and attendance at evening meetings may be required. Typically, field work is required.

#### **MAJOR AREAS OF WORK**

Major areas of work will vary among Planning Technicians. Major areas of work are assigned prior to the hiring/promotion process. Initial areas of work will be documented in an employment offer or employee promotion letter. Major area(s) of work will also be included as an attachment to the job description in an employee's personnel file.

The Commission may modify or add to major areas of work and/or may assign special projects or duties outside major areas based on its needs. Special projects and duties outside major areas of work typically would constitute no more than 25% of the Planning Technician's workload.

#### **CHARACTERISTIC DUTIES**

- Provide support to a team of community planners.
- Assist staff in collecting and preparing data for various planning projects.
- Create and mail Commission and committee meeting packages; post notices in accordance with Vermont Open Meeting Law.
- Conduct field work, collect parcel data and search land records.
- Prepare maps and planning reports of limited or variable complexity.
- Produce sketches and renderings of limited or variable complexity.
- Assist planning staff at community meetings.
- Present report findings at community meetings.
- Research funding sources and write grant proposals.
- Conduct basic office functions as needed, such as data entry, file management, and customer service.
- Pursue professional development opportunities as funding permits.

#### **TYPICAL KNOWLEDGE**

- Basic understanding of planning principles.
- Specific knowledge relating to pertinent specialty, such as affordable housing, transportation, or land use.
- Competency in various computer software programs, such as Microsoft Office and Internet applications.

### **TYPICAL SKILLS**

- Strong written and oral communication skills.
- Strong research and analytical skills.
- Motivated self-starter able to work independently.
- Ability to work effectively in a team environment.
- Flexibility and desire to work on varying planning projects.

### **MINIMUM QUALIFICATIONS**

- Interest in the planning profession and relevant planning specializations. Depending on the nature of the intended workload, the specific position may request undergraduate or graduate students. A degree in planning or a related field is not required for this position.
- The employee must be flexible in their scheduling and have their own means of transportation.
- Must be a U.S. citizen or otherwise lawfully authorized to work in the United States.

*Adopted: 5/2/16*