



## SENIOR COMMUNITY PLANNER

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The Lehigh Valley Planning Commission (LVPC) and Lehigh Valley Transportation Study (LVTS) are seeking an individual with community planning skills to provide regional, county and direct municipal planning services for the Lehigh Valley community. The Senior Community Planner will assist with comprehensive and subarea planning projects addressing complex, sometimes politically sensitive issues and serves as on the subdivision, land development, community ordinances and plans review team. The Senior Planner also serves as advisor to the Director of Regional Planning and stands-in for the Director at the Director's request. The LVPC Community Planning Section is responsible for *FutureLV: The Regional Comprehensive Plan*, multi-municipal comprehensive planning, specific community plans, municipal planning services and special planning projects, subdivision and land development review, community ordinance analysis, supports the Planning Commission and leads cross-departmental planning and policy efforts.

The LVPC/LVTS is a highly collaborative environment internally and externally and team members act as community consultants and provide direct guidance to the LVPC leadership, other LVPC sections, boards and commissions, and the public. Team members are expected to be highly capable communicators that work well with complex, multifaceted problems that require innovative solutions. The LVPC Team is entrepreneurial, innovative, highly motivated, cross-disciplinary and committed to effectively planning for and responding to current and future community needs. LVPC/LVTS Planners love the interrelationships between people, places and planning.

## CURRENT PROJECTS

The LVPC/LVTS 2022 work program is robust and includes the creation of the region's first Climate Action Plan, the allocation of over \$380 million in new federal and state infrastructure funding, finalization of four multi-municipal comprehensive plans creating a collaborative community vision and future for 32 municipalities in Northampton and Lehigh counties, implementation of a \$54 million Riverside Drive combined road, trail, environmental management and equity project, mapping and development of community guidance on freight facility and industrial development, a new five-region Eastern Pennsylvania Freight Infrastructure Plan, and update of the region's Access to Opportunity Equity Portal, among many other projects and initiatives designed to protect and advance the public health, safety and welfare regionwide.

## ESSENTIAL DUTIES + RESPONSIBILITIES

- Advises the Director of Regional Planning on section projects, plans, reviews and related matters.
- Stands in for the Director of Regional Planning as needed.
- Monitors and ensures compliance with local, state and federal laws.
- Oversees specialized planning functions such as large-scale new development proposals and environmental studies.
- Acts as project manager for reports, projects and plan research, development and publication as assigned
- Evaluates operations and activities of assigned responsibilities.

- Prepares reports on operations and activities, recommending improvements and modifications.
- Manages and carries out planning projects involving complex technical analysis and policy development for a broad spectrum of interested parties, including writing model community guidance documents.
- Plans, develops and executes work programs for projects that have a high level of impact on the organization and the region.
- Works constructively in teams that span multiple LVPC sections and, at times, outside agencies, using communication and shared leadership skills to successfully collaborate and achieve multiple objectives.
- Reviews subdivision and land development plans, zoning ordinances, subdivision and land development ordinances, street vacation requests, local comprehensive plans and associated planning and engineering documents for the broader implications as they pertain to land use planning.
- Conducts research, prepares and presents reports that clearly communicate technical analyses and make the case for policy and other recommendations, as appropriate. Utilizes geographic information systems (GIS), computer modeling and other technical tools, and works as part of GIS team.
- Prepares, presents to and communicates effectively with peers, Planning Commission, local governments and other stakeholders on planning issues in a manner that develops and maintains positive relationships and advances the understanding of the issues at hand.
- Represents the LVPC on various committees, at neighborhood organizations and community meetings, at public hearings, and before governmental bodies.
- Prepares and implements community engagement strategies, including development of innovative collaborative methods for the greatest collective community impact.
- Constructively reviews planning studies, reports, presentations and other products completed by consultants, communities and other staff members and provides guidance and mentorship to less experienced staff members.
- Evaluates program accomplishments against established goals and timetables, and makes recommendations based upon evaluation, concerning future plans.
- Other duties as assigned.

## **KNOWLEDGE, SKILLS + ABILITIES**

### **Knowledge of:**

- Principles of land use and long-range planning and regional comprehensive planning
- City, county, state and federal laws, codes and regulations pertaining to community planning
- Real estate markets, national and international trends
- Research techniques for land use trends and regulations
- Nomenclature, symbols, methods, practices, techniques, and computer software used in planning, drafting, mapping, and statistical analysis as applied to land use
- Principles of record keeping and records management.

### **Skills in:**

- Active community engagement and building collaborations equitably
- Researching and analyzing the factors affecting community planning projects
- Organizing, evaluating, analyzing and presenting data and information

- Preparing reports and checking designs, details, estimates, plans, and specifications of planning projects
- Use and interpretation of national economic data sets for supplementing existing research to write clearly and concisely
- Analyzing planning issues, evaluating alternatives, and making logical recommendations based on findings
- Maintaining accurate and interrelated technical records.

**Ability to:**

- Assess and prioritize multiple tasks, projects and demands
- Communicate effectively in verbal written, and graphic forms
- Establish and maintain effective working relations with co-workers, elected and appointed officials, community groups and the public
- Understand and interpret land use regulations, comprehensive planning processes, community engagement and state and Federal laws.

## QUALIFICATIONS

- Degree from an accredited four-year college or university in urban planning, architecture, environmental studies or closely related field. A Master's degree or equivalent experience is preferred but not required.
  - Three to five years of experience.
  - Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- American Institute of Certified Planners (AICP) is preferred or the ability to seek certification within two years of employment or when eligible to become certified per the AICP requirements.
- Demonstrable experience with Microsoft Teams, Office and Geographic Information Systems.
- Ability to use computers, tablets, smart phones, cameras, social media, plotters, scanners, printers, and copiers.
- Knowledge of fundamental planning issues and concepts, including basic planning and/or economic theory, urban design, subdivision, environmental issues, growth management, equity, community engagement, economic development, housing, and transportation.
- Excellent verbal, written and graphic communication skills.
- Refined organizational skills, including time-management abilities.
- Demonstrated ability to work within and contribute to a team structure, work with diverse groups of people and in diverse environments.

## OTHER REQUIREMENTS

This position requires participation at some early morning, evening and weekend meetings and events. Valid driver's license required. Must be eligible to work in the United States of America.

## SALARY AND BENEFITS

- \$60,697 - \$88,010 per annum; plus, excellent benefits, including but not limited to: paid time off, health, dental, and retirement.
- The Lehigh Valley Planning Commission also, budgets for training and professional membership(s). The LVPC is active in the American Planning Association (national, state and regional,) National Association of Regional Councils, Urban Land Institute, Green Building United/US Green Building Council, Lincoln Institute of Land Policy, ESRI, REMI, Greater

Lehigh Valley Chamber of Commerce, among other local, regional, state and national allied organizations and initiatives. Team members are encouraged to participate with partner entities.

## APPLY

Only e-mail submissions to [jobs@lvpc.org](mailto:jobs@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. Please address this letter to, Becky Bradley, AICP, Executive Director, Lehigh Valley Planning Commission, 961 Marcon Blvd, Suite 310, Allentown, PA 18109.
- c. Work samples or links to work that demonstrate your capabilities.
- d. Minimum of three (3) professional references with contact information.

**Position open until filled.** Review of applications and interviews will begin immediately.

## TEAM COMMITMENT

The Lehigh Valley Planning Commission is committed to creating a diverse environment and is proud to be an equal opportunity employer. The LVPC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, age, disability, or genetics. In addition to federal law requirements, the Lehigh Valley Planning Commission complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment.

Persons with a disability who need assistance with their application or that need this announcement in an alternative format may call (610) 264-4544.

## FURTHER INFORMATION

In Compliance with the Immigration Reform and Control Act of 1986, applicants hired by LVPC must show acceptable proof of identity and evidence of authorization to work in the United States.

Visit [www.lvpc.org](http://www.lvpc.org) for more information on the Lehigh Valley Planning Commission, our work program, products and services.