



Lehigh Valley Planning Commission

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Executive Director

REGIONAL PLANNER

The Lehigh Valley Planning Commission (LVPC) is looking for an entry-level Regional Planner to provide a variety of research, analysis, community engagement and events and development plans coordination functions with a primary focus on public participation and planning support. Reporting to the Director of Regional Planning, the Regional Planner serves as a strong conduit for shared learning within the team and across programmatic teams. The successful candidate will assist with comprehensive and subarea planning projects, as well as public participation initiatives and relationship development and management.

Team members act as community collaborators with a high degree of independence and provide direct guidance to the LVPC leadership, other LVPC sections, boards and commissions, county and local governments, state and federal agencies, developers, and the public. Team members are expected to be highly capable communicators and collaborators 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 21st century needs.

ABOUT THE LEHIGH VALLEY PLANNING COMMISSION + REGION

The Lehigh Valley Planning Commission is the official planning commission for Pennsylvania's Lehigh and Northampton Counties. The LVPC also serves as the federally designated Metropolitan Planning Agency, or transportation and infrastructure planning agency for the same area. The Lehigh Valley is strategically located on the eastern border of Pennsylvania, north of the Philadelphia region and west of the New York-New Jersey metropolitan statistical area. The fastest growing region in the Commonwealth, the Lehigh Valley is known for a high quality of life, recreational and cultural amenities, as well as its variety of housing and communities from rural to urban. The region is unique, in that it is home to three cities and 59 other communities, including dense urbanized boroughs, old and new suburbs, cross-roads villages and rural landscapes.

CURRENT LVPC PROJECTS

The LVPC 2023 work program includes: the kick-off of a regional climate action initiative, updated housing strategy, and revision of the transportation elements of *FutureLV: The Regional Plan*. Up to the moment plans, projects, activities and events are available at www.lvpc.org.

ESSENTIAL DUTIES + RESPONSIBILITIES

Working under the general direction of the Director of Regional Planning, the Regional Planner:

- Manages development plans, municipal ordinances and other activities intake, processing and coordination with the Community Planning, Environmental Planning and Transportation Planning Sections.
- Organizes and participates in regional, county, municipal and multi-municipal planning initiatives, events and planning activities to further the mission and work plan of the LVPC. Acts as Program Lead on individual projects, as needed.
- Conducts research, prepares and presents reports that clearly communicate technical analyses and make the case for recommendations, as appropriate.
- Prepares, implements and reports on community engagement strategies in partnership with the Communications Team. Includes development of innovative collaborative methods for the greatest collective community impact. Integrates community engagement into plans and projects.

- Supports the development of planning studies, reports, presentations and other products completed by consultants, communities and other staff members.
- Carries out event and community involvement projects involving diverse array of stakeholders, interested parties and the public, in general.
- Maintains the plans and ordinances database and accompanying online mapping and engagement tool.
- Executes work programs for projects that have a high level of impact on the organization and the region.
- Increases and enlists new support from government agencies, corporations, non-profit entities, and the public at large.
- Works constructively in teams that span multiple LVPC sections and with outside agencies and project committees using communication and personal initiative to successfully collaborate and achieve multiple objectives.
- Coordinates, researches and writes projects-related documents.
- 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.
- Supports and represents the LVPC on various committees, at neighborhood organizations and community meetings and events.
- Maintains contact information and various administrative databases.
- Manages administrative files and the organizational library related to planning documents.
- Elevates the standard of LVPC communication by researching best practices and by providing orderly, routine and progressive records.
- Assists the Administrative Team in researching, prioritizing, and following up on incoming issues and concerns, including those of a sensitive or confidential nature; Determines appropriate course of action, referral, or response.
- Assists the Administrative Team as a bridge for smooth communication between the LVPC Team and the public; demonstrating leadership to maintain credibility, trust and support internally and externally.
- Keeps the Administrative Team well-informed of upcoming commitments and responsibilities, following up appropriately. Acts as a “barometer,” having a sense for the issues taking place.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressure.
- Maintains discretion and confidentiality in relationships with all board members.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including meeting advertising requirements and advance distribution of materials before meetings in electronic/paper format.
- Assists the Managing Editor with outreach plans and written communications to the public.
- Other duties as assigned.

The candidate will be responsible for project outcomes, attending meetings and is expected to work independently when executing project plans, while receiving overall guidance from the Director of Regional Planning.

Over time, advancement opportunities within the LVPC exist.

KNOWLEDGE, SKILLS + ABILITIES

General Knowledge of: Community, City and/or Regional Planning; principles of record keeping and management; event planning and management; community relationship building and customer service; relationship building and maintenance.

Skills in: Writing plans, research reports, researching and analyzing the factors affecting communities; organizing, evaluating, analyzing and presenting data and information; preparing reports and checking designs, details, estimates, plans, and specifications for events and planning activities; evaluating alternatives, and making logical recommendations based on findings; maintaining accurate and interrelated records; building and maintaining relationships with community members.

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; develop an understanding of land use regulations, comprehensive planning processes, community engagement, city, county state and Federal laws codes and regulations pertaining to planning; cultivate knowledge in research techniques for land use trends and regulations; multi-task. Perform other duties as assigned.

QUALIFICATIONS + MINIMUM REQUIREMENTS

- Degree from an accredited four-year college or university; degree in Planning or related-field preferred.
- Strong proficiency with research, data collection, review, analysis, documentation and reporting applications, including Excel, Word, PowerPoint and database management; Geographic Information Systems, web editing a plus but not required.
- Strong proficiency with social media engagement, including Instagram, Facebook, LinkedIn.
- Exceptional organizational and communications skills.
- Demonstrated ability to work successfully in multi-faceted, team-oriented environment.
- Excellent interpersonal skills, time management skills, and ability to juggle multiple projects at once.
- Demonstrated ability to be a productive member of a community of people at work, respecting differences while working toward shared goals, comfort with periods of ambiguity, and constructive participation in ongoing organizational development.
- Close attention to detail and accuracy.
- Personal initiative including reliability, flexibility and follow-up.
- Demonstrated skill with web research tools.
- Ability to take photographs, operate a digital camera, cell phone, filming equipment such as a GoPro.
- Excellent verbal and written communication skills.
- Demonstrated ability to work with diverse groups of people and in diverse environments.
- Participation in early morning, evening and weekend meetings, community engagement efforts and other planning projects.
- Survey and collect data in a variety of weather and community conditions.
- Ability to perform the essential functions of the job without posing a direct threat to the health and safety of others.

SALARY

Grade 8: \$61,239-\$88,797 per annum; excellent benefits including paid time-off, health insurance, among others.

OTHER REQUIREMENTS

This position is an in-office role requiring significant collaboration with colleagues and stakeholders. 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.

APPLY

Only e-mail submissions to jobs@lvpc.org will be accepted and must include:

1. Current resume detailing your education and experience.
2. 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.
3. Minimum of three (3) references with names, address, telephone number, e-mail and relationship information for each person.

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 for more information on the Lehigh Valley Planning Commission, our work program, products and services.