

Associate Planner

Join Our Team!

SEPTEMBER 06, 2021

Open until filled.

North Country Council
www.nccouncil.org
mmoren@nccouncil.org



Job Description

Associate Planner

Summary

The Associate Planner position is a generalist planning position working across community & economic development, environmental, and transportation planning. The Associate Planner will assist Council staff and, depending on qualifications, may lead some projects. The ideal candidate will be innovative, can work independently or as part of a team.

Salary Range: \$39,000–\$50,000

Employment Status: Full-Time

Experience: to two (2) years of experience.

Minimum Education Requirements: Bachelor's degree in Land Use Planning or Design, Landscape Architecture, Geography, Public Administration, or related field.

Direct Supervisor: Executive Director

Supervisory Responsibilities: none

Primary Work Location: Littleton, New Hampshire (office), Remote work option, travel throughout Coos, Grafton, and Carroll Counties with trips to southern NH and beyond.

Certification: Valid driver's license

To apply: Please forward a resume and cover letter to: Michelle Moren-Grey, Executive Director, North Country Council, 161 Main Street, Littleton, NH 03561, or email mmoren@nccouncil.org.

This position is open until filled. North Country Council is an equal opportunity employer. Applicants must be authorized to work lawfully in the United States. If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment.

Essential Job Functions

The ideal candidate has excellent communication skills, can creatively solve problems, and enjoys assisting co-workers and communities. This candidate can work independently but can use judgment to consult with supervisory staff as needed. This candidate is flexible, able to work collaboratively within the Council, and succeed in a fast-paced work environment. The Council is looking for a candidate that can grow in our organization.

The functions are as follows but are not limited to:

- Assist in developing and managing regional plans, recreation plans, housing plans, and other initiatives led by the Council.
- Provide staff support in responses to the development of regional impacts, land-use technical assistance, and regulatory guidance.
- Assist in the administration of various grants, projects, and programs.
- Familiarity with various grant opportunities and possess grant writing skills or willingness to learn.
- Conduct a wide variety of planning studies requiring data collection, analysis, and preparation of clearly written reports and recommendations on land use issues.
- Serve on various committees and attends meetings representing the Council.
- Conducts field evaluations, assessments, extensive research in specific or general project areas.
- Prepare public notices, meeting agendas, and meeting minutes.
- Participate in advanced planning initiatives, including research and community outreach, with supervisory staff.

Knowledge, Skills, and Abilities

Knowledge:

- Knowledge of the principles and practices of planning.
- General understanding of environmental issues and municipal structure as applied to planning.
- Knowledge of principles and practices of research and data collection.

Skills:

- Communicate effectively and courteously with associates, developers, community leaders, citizen groups, and the public to present an overall professional image.
- Creative problem-solving skills to gather relevant information to solve practical problems and address inquiries and concerns.
- Interpret and apply Federal, State, and Local policies, procedures, laws, and regulations.
- Proficient with ArcGIS Online and ArcGIS Desktop platform to analyze data and develop interactive maps.
- Present information to various groups using PowerPoint and other illustrative software and media tools.
- Strong organizational skills.
- Proficient in Microsoft Word, Excel, PowerPoint, and the Microsoft 365 environment.

Abilities:

- Ability to work on several projects simultaneously while adapting as priorities change.
- Ability to work comfortably with citizen advisory commissions, elected officials, and ad-hoc citizen groups in a conference environment and public assemblies and meetings.
- Ability to attend to details while keeping larger goals present.
- Ability to establish and maintain effective working relationships with co-workers, other agencies, and the public
- Ability to work independently or in a team environment as needed.
- Ability to facilitate in-person and virtual public participation activities.
- Ability to accurately document public input and committee work.

This job description is intended to provide general information about the position. It is not an employment contract and is not intended as a comprehensive listing of all job duties. As with all positions, the responsibilities, roles, and requirements of this job may change. The organization, at its discretion, may alter this job description at any time with or without notice, and employment may be terminated by either party at will.

Employee Benefits

Here are some of the key benefits we provide to our team members:

- **Health Insurance:** The Council pays 100% of the employee's health insurance premium for the PPO Basic plan, and we pay 50% of the PPO Basic plan premium for your dependents. Buy-up plans are also available with additional costs to the employee. Employees can choose an opt-out and receive 25% of the premium if covered under another plan.
- **Vision Insurance:** Routine vision exams 100% covered – one exam each year for Members 18 years old and younger; one exam every two years for Members 19 years old and older. Discount programs on frames and lenses.
- **Dental Insurance:** The Council pays 100% of the employee's premium and 50% of the premium for dependent coverage of the Basic plan. Buy-up plans are also available with additional costs to the employee.
- **Life Insurance:** The Council pays 100% of the premium to cover the employee at \$50,000.
- **Short-Term and Long-Term Disability Insurance:** The Council pays 100% of premiums.

- **Paid Time Off:** ten (10) holidays and two (2) flex holidays annually. Sick hours accumulate at 90 hours per year with a cap of 225, and vacation hours accrue weekly. Vacation time increases with years of service. (See table).

Vacation Accrual Schedule

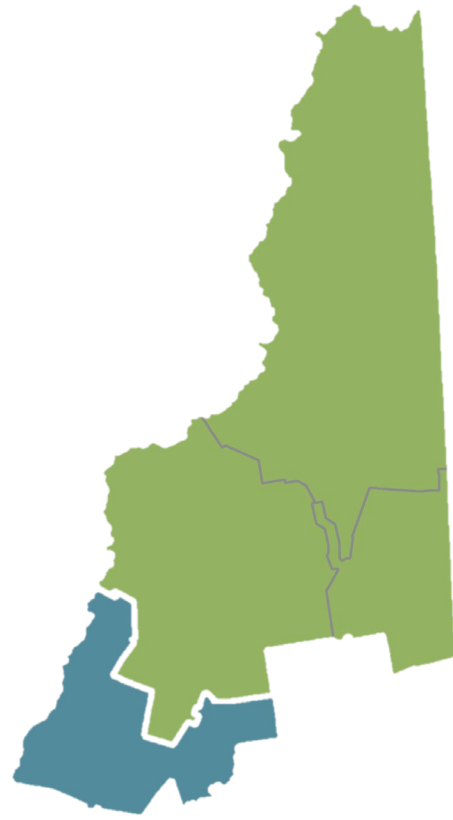
0 – 2	3.46 hrs, ppp (12 days annually)
3 – 8	4.33 hrs, ppp (15 days annually)
9 – 16	5.77 hrs, ppp (20 days annually)
17+	7.21 hrs, ppp (25 days annually)



About North Country Council

The North Country Council has provided land use, transportation, environmental, community, and economic development planning services for 48 years. We are one of nine Regional Planning Commissions (RPC) established by NH RSA 36:46, which assists in collaborative planning across many areas, acts as liaisons between local, state, and federal government, and provides advisory assistance in the region.

North Country Council seeks to effectively provide services that support municipalities in their planning and community development activities. Support to municipalities is accomplished by providing professional planning services, securing grants, administering grant funding, data collection and analysis, and regional coordination.



In addition to being an RPC, North Country Council is a federally designated Economic Development District (EDD) by the US Department of Commerce, Economic Development Administration. The Council as an EDD is responsible for carrying out the various aspects of developing, maintaining, and implementing the Comprehensive Economic Development Strategy (CEDS). Being a designated EDD, the region is afforded enhanced services focused on economic development.

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