

Planner

Join Our Team!



FEBRUARY 17, 2023

Open until filled.

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



Job Description

Planner

Summary

Planner Position

Salary Range: \$47,000 – \$57,000

Employment Status: Full-Time

Experience: Two (2) to four (4) years of experience.

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

Direct Supervisor: Community and Economic Development Planning Coordinator

Supervisory Responsibilities: None to limited with future potential.

Primary Work Location: Littleton, New Hampshire (office). Remote work option with office time. 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

North Country Council seeks an energetic planner who enjoys working across various focus areas to join our team. The full-time planner position will be responsible for developing and implementing various planning work across local and regional programs. Work will include but not be limited to community development, environmental planning, resource protection, economic development, and housing planning.

The successful candidate for the Planner position will be a dedicated team player with knowledge of municipal practices and community development with a willingness to learn new programs and areas of planning. The functions are as follows but are not limited to:

- Performs a variety of mid-level professional planning tasks.
- Prepares and implements planning projects and studies, including preparing and presenting research, local and regional plans, and reports, and complying with funding and contracting requirements.
- Conducts research, analysis, and writing tasks and performs fieldwork as needed to fulfill the obligations of local, state, and federal-funded planning and initiatives.
- Identifies and applies for funding opportunities.
- Coordinates, facilitates, and moderates public meetings and hearings as needed.
- Assists local officials in understanding and using land use plans and land use codes, such as zoning ordinances/bylaws and subdivision & site plan regulations.
- Collects, tabulates, analyzes, and interprets statistical data of a varied nature, applying standards and statistical measurements to such data. Prepares reports summarizing data collected, methods used, and findings, complete with charts, graphs, and maps.
- Acts as project team leader when assigned.
- Performs similar or related work as assigned.

Knowledge, Skills, and Abilities

Knowledge:

- Knowledge of municipal practices and structure as applied to planning.
- Knowledge of land use, community development, and affordable housing.
- Working experience and proficiency in facilitating small and large groups, public hearings, and open forum meetings.
- Knowledge of principles and practices of data collection, research methods, statistics, and data visualization techniques.
- Communicate effectively and courteously with associates, developers, community leaders, citizen groups, and the public to present an overall professional image.
- Effective grant writing & administration skills.
- Creative problem-solving skills to gather relevant information to solve practical problems and address inquiries and concerns.
- 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.

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. This job's responsibilities, roles, and requirements may change as with all parts. The organization, at its discretion, may alter this job description at any time with or without notice, and either party at will may terminate employment.

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 opt-out and receive 25% of the premium if covered under another plan.
- **Vision Insurance:** Discount programs on exams, frames, and lenses.
- **Dental Insurance:** The Council pays 100% of the employee's premium and 50% of the premium for dependent coverage of the plan.
- **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.

Vacation Accrual Schedule

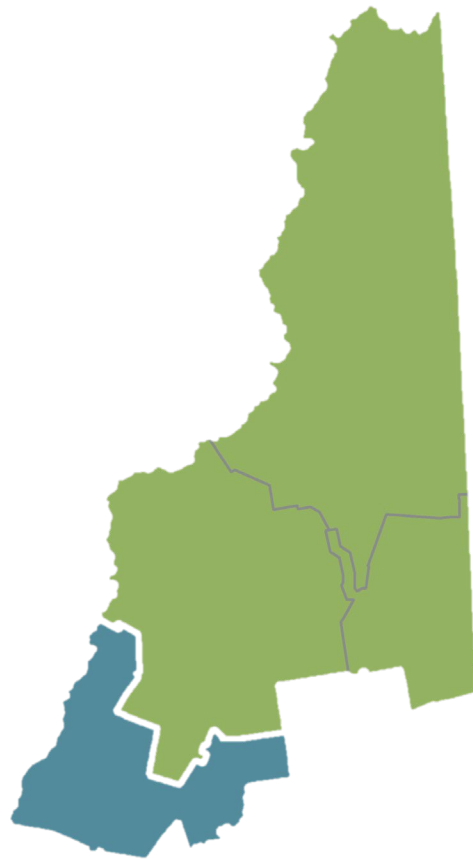
• Paid Time Off: annual ten (10) holidays and two (2) flex holidays. Sick hours accumulate at 90 per year with a cap of 225, and vacation hours accrue per pay period. Vacation time increases with years of service. (See table).	0-1	2.88 hrs, PPP (10 days annually)
	2	3.46 hrs, PPP (12 days annually)
	3	4.33 hrs, PPP (15 days annually)
	4	4.90 hrs, PPP (17 days annually)
	5	5.77 hrs, PPP (20 days annually)
	6	6.35 hrs, PPP (22 days annually)
	7	6.92 hrs, PPP (24 days annually)
	8+	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 supporting municipalities in 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.

Albany · Bartlett · Bath · Benton · Berlin · Bethlehem · Campton · Carroll · Chatham · Clarksville · Colebrook · Columbia · Conway · Dalton · Dummer · Easton · Eaton · Ellsworth · Errol · Franconia · Gorham · Groton · Hart's Location · Haverhill · Jackson · Jefferson · Lancaster · Landaff · Lincoln · Lisbon · Littleton · Lyman · Madison · Milan · Monroe · Northumberland · Pittsburg · Randolph · Rumney · Shelburne · Stark · Stewartstown · Stratford · Sugar Hill · Thornton · Warren · Waterville Valley · Wentworth · Whitefield · Woodstock · Coos County · Grafton County · Carroll County

Additional communities in ED District – Alexandria · Ashland · Bridgewater · Bristol · Canaan · Dorchester · Enfield · Grafton · Hanover · Hebron · Holderness · Lebanon · Lyme · Orange · Orford · Piermont · Plymouth