

## The Capitol Region Council of Governments

# Director of Policy and Planning



To apply send your resume and cover letter to:

Cheryl Assis

[cassis@crcog.org](mailto:cassis@crcog.org)

Or

CRCOG

241 Main Street

Hartford, CT 06106

The Capitol Region Council of Governments introduces a great opportunity to become its newest **Director of Policy and Planning**.

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region. It is guided by the chief elected officials of our 38 Metro Hartford municipalities. The mayors, first selectmen, and town council chairmen who make up our governing Policy Board recognize that the future of our individual members is tied to the future of our region. Our members have collaborated for more than 50 years on a wide range of projects to benefit our towns individually and the region as a whole.

This position reports to the Executive Director. The incumbent exercises considerable initiative and independent judgment within an assigned area of responsibility, and work is subject to evaluation on the basis of results obtained. Directs and supervises professional, contractual, and administrative staff.

This is a **Full Time** position (35 hours/week)

Salary: \$ 93,500 — \$ 107,700

CRCOG is an Equal Opportunity Employer



# Director of Policy and Planning

### Summary of Position

Under general direction manages the Policy Development and Planning Department, whose mission is to develop and support integrated regional approaches to planning, projects and investments that promote vibrant, healthy communities, protected natural resources and open spaces, equitable access to opportunities, and an economically competitive Capitol Region to serve all our citizens today, and in the future. Directs regional planning projects which balance conservation and development within the region. Provides general leadership on program and policy development around livable and sustainable communities, focusing on both land use and transportation issues. Guides integration of planning for housing, land use, economic development, active transportation, transit and transit oriented development, and environmental planning into multi-disciplinary regional plans and policies for the Capitol Region. Must be an excellent communicator, collaborator and strategic thinker who will be part of the executive team providing leadership and oversight to carry out the goals of the organization.

### Management and Supervision

This position reports to the Executive Director. The incumbent exercises considerable initiative and independent judgment within an assigned area of responsibility, and work is subject to evaluation on the basis of results obtained. Directs and supervises professional, contractual, and administrative staff.

### Essential Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Seeks out new initiatives and funding/grant opportunities consistent with CRCOG mission and interests of member municipalities.
- Directs CRCOG's state statutory responsibilities, including review of land use proposals, and development and periodic update of Regional Plan of Conservation and Development.
- Develops and implements new programs.
- Participates in researching, analyzing data, and writing studies and plans related to multi-disciplinary regional planning.
- Administers contracts and carries out program activities.
- Participates in agency communications efforts through writing articles for newsletters and annual report, conducting public outreach related to projects, and making presentations to municipal boards and commissions and other outside groups.
- Plans and conducts workshops and public meetings.
- Serves as member of various boards and committees outside of CRCOG.
- Prepares and administers operating budget for the department.
- Assures work program complies with all state and federal requirements.
- Prepares and coordinates contract documents and approvals needed to secure federal and state grant funds. Assures contract compliance for all federal and state grants.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service.

# Director of Policy and Planning

## **Knowledge and Abilities**

### *Knowledge of:*

- Principles and practices of comprehensive regional and local land use planning, including housing, economic development, transportation, conservation and environmental issues.
- State statutes related to regional and municipal planning and environmental protection, and land use and development.
- Federal, state, and local government functions and operations and intergovernmental capabilities.
- Principles and practices of management including goal setting, program development, implementation and evaluation and staff development including supervision.

### *Ability to:*

- Direct and administer complex planning projects and participate in the development of new initiatives.
- Serve as lead staff to CRCOG committees as assigned.
- Identify the interrelationship of diverse planning issues, and advise CRCOG on how to most effectively integrate agency-wide planning efforts.
- Identify grant opportunities, and prepare and administer grant programs and contracts.
- Analyze, interpret, and explain complex planning reports and studies.
- Develop plans and policies in a public environment with meaningful community involvement.
- Communicate effectively and persuasively, both orally and in writing, to a wide variety of diverse constituencies and stakeholders.
- Prepare and deliver effective public presentations to CRCOG boards and committees, and external stakeholders.
- Prepare complex technical, statistical and narrative reports.
- Establish and maintain highly effective working relationships with CRCOG employees, and board and commission members.
- Establish and maintain highly effective working relationships with outside agencies including local, state, and federal agencies, private and non-profit organizations, committee members, staff and others encountered in the course of work.

## **Education and Experience**

Master's degree from an accredited college or university with a major in city and regional planning, public administration, or a closely related field, and eight years of increasingly responsible public planning experience or a combination of training and work experience that demonstrates the knowledge and ability to perform the duties.

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## **Licenses and Certifications**

May need a valid driver's license or the ability to obtain. American Institute of Certified Planners (AICP) Certification desirable.

## **Physical Demands and Working Environment**

Primary functions require sufficient physical ability and mobility to work in an office setting. Work is performed in a standard office environment with some travel. May be required to attend evening and weekend meetings.

## **Contact Information**

Please address your resume and a cover letter to Cheryl Assis, Director of Public Safety. Electronic submissions should be sent to Ms. Cheryl Assis at [cassis@crcog.org](mailto:cassis@crcog.org). If submitting via regular mail, they should be sent to CRCOG, 241 Main Street, Hartford, Connecticut 06106. Resumes should be submitted by Friday June 15, 2018, but the position will remain open until filled. CRCOG is an Equal Opportunity Employer. EOE/M/H/F