

## The Capitol Region Council of Governments

# Senior Planner



To apply send your resume  
and cover letter to:

The Capitol Region Council of Governments introduces a great opportunity to become its newest **Senior Planner**.

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. CRCOG is the largest of Connecticut's nine regional planning organizations and serves as the Metropolitan Planning Organization (MPO) for the Metro Hartford area.

This position reports to the Community Development Deputy. 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.

CRCOG offers competitive benefits.

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

Salary: \$57,521—\$74,116

CRCOG is an Equal Opportunity Employer



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### Summary of Position

CRCOG is seeking a qualified professional to perform a variety of planning activities within the Community Development branch of the Planning Department.

### Duties and Responsibilities

General duties include providing expertise planning, research, and policy analysis for the greater Hartford region in the areas of transportation, land use, housing, community development and environmental planning/sustainability. Incumbents at this level provide specialized knowledge and expertise and/or manage large projects with supervision.

Typical assignments may include (but are not be limited to) assisting with managing large scope projects; reviewing zoning and subdivision proposals occurring along town boundaries; reviewing municipal plans of conservation and development; providing expertise to various committees as assigned; assisting in preparing and reviewing grant proposals, applications, and budgets for various funding sources; and supervision of interns as assigned. Incumbents exercise considerable initiative and independent judgment within an assigned area of responsibility, and work is subject to evaluation on the basis of results obtained.

### Desirable Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of urban planning including transportation, land use and environmental planning/sustainability
- Research methods and analysis
- Public policy process and advocacy
- Project development, implementation, and management
- Computer equipment and advanced uses of word processing, spreadsheet, graphics, database and other software
- Geographic Information Systems

Ability to:

- Research and analyze various factors involved in regional planning.
- Operate computers and word processing software and other standard office equipment.
- Communicate clearly and effectively orally and in writing.
- Speak in a public forum providing information and answering questions.
- Prepare clear, accurate records and reports.
- Coordinate and facilitate meetings.
- Establish and maintain highly effective working relationships with managers, elected and appointed officials, staff, community and business leaders, the media, and others encountered during work.
- Organize, coordinate, and prioritize multiple project assignments.
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.
- Maintain effectiveness under pressure of variable time constraints and deadlines.

### Minimum Training and Experience

A Bachelor's degree from an accredited college or university with a major in planning, public policy, political science, or a closely related field and three years of increasingly responsible experience or a combination of training and work experience that demonstrates the knowledge and ability to perform required 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 or the ability to obtain.

### Physical Demands and Working Environment

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to sit, stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, and occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus and ability to remain exposed to video display terminals daily for extended periods of time. Vocal communication is required for frequent expression or exchange of ideas by means of the spoken word or by telephone. Hearing is required to perceive information at normal spoken work levels.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet, but work is subject to regular interruption and background noise.

### Travel and Weekend or Evening Meetings

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars. Work may require some evening and weekend meetings.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

### EEOC Statement

It is the policy of the CRCOG to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the CRCOG will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

### Contact Information

Please address your resume and a cover letter to Ms. Cheryl Assis Director of Public Safety and Homeland Security. Electronic submissions are preferred and should be sent to [cassis@crcog.org](mailto:cassis@crcog.org), with the subject of the email 'Senior Planner.' If submitting via postal mail, transmit to CRCOG, 241 Main Street; 4th Floor, Hartford, CT 06106. Resumes should be received by October 13, 2020, but the position will remain open until filled.