

LINCOLN COUNTY Job Description

Position Title:	County Planner
Department:	Lincoln County Regional Planning Commission (LCRPC)
Reports To:	Executive Director
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Non-exempt
Last Revised/Approved:	November 2018

POSITION SUMMARY:

The County Planner performs technical and professional work by providing community planning and economic development guidance, GIS applications, comprehensive planning analysis and environmental planning strategy. The County Planner should possess knowledge of principles and current best practices in the planning profession; applicable federal and state statutes and regulations, particularly those related to zoning, subdivisions and environmental regulations; state Natural Resources, Housing and Economic Development programs; federal and state grant regulations and procedures; state procurement laws and contract management; and economic development and business assistance resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops and reviews land use proposals aimed at reinvigorating the commercial and industrial areas of Lincoln County.
2. Recommends incentives, programs, and zoning provisions in support of expanding senior citizen, workforce, and affordable housing opportunities throughout Lincoln County.
3. Coordinates transportation planning through partnerships with the Maine Department of Transportation.
4. Manages contracts with the Department of Agriculture, Conservation and Forestry, Department of Marine Resources, Department of Environmental Protection and other state and federal agencies.
5. Assists communities in reviewing development proposals and makes recommendations to improve municipal development ordinances.
6. Manages brownfields planning and provides project oversight.
7. Interacts with land trusts and conservation organizations to provide open space planning.
8. Provides support to communities engaged in developing comprehensive plans.
9. Delivers project management services in support of research and infrastructure projects.
10. Provides planning, grantsmanship and project management support to coastal communities for coastal resiliency and sea level rise.
11. Plans and implements municipal and countywide climate change-related initiatives.
12. Uses GIS software (such as ArcGIS) for a variety of municipal and county projects.

13. Researches and analyzes economic, community, land use, environmental, and transportation data for use by LCRPC, Lincoln County towns, businesses, and non-profits, and state and federal agencies or organizations.
14. Researches, writes and administers grant applications for public and private funding sources.
15. Assists in implementation of economic and community development projects that strengthen County and municipal assets or address significant issues or problems, including participating in long-range LCRPC and County planning.
16. Fosters relationships with key municipal and county officials and provides liaison with constituent groups.
17. Carries out public outreach and education, communications and other activities (including multi-media presentations).
18. Works with other staff to provide information and direct assistance to Lincoln County communities, businesses and organizations.
19. Assists in developing responses to issues and information requests from public meetings and from the public.
20. Provides contracted planning services to towns and other agencies.
21. Performs related work as required and at the direction of the Director.
22. Assists with public meetings, workshops, conferences, or other meetings as requested.
23. Responds to in-person, phone, email or other routine inquiries for information.
24. Performs general duties, including but not limited to: communications, publications, mailing, and office tasks.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides staff assistance to the LCRPC Board and support to other Lincoln County departments
2. Performs other duties as assigned.

GENERAL EXPECTATIONS:

1. Be committed to the mission of the LCRPC.
2. Be reliable and trustworthy.
3. Perform time sensitive tasks with accuracy within deadlines.
4. Be able to work on and manage multiple projects and tasks simultaneously.
5. Possess effective written communication, public presentation, and interpersonal skills.
6. Be a self-starter and be able to work with a minimum amount of supervision.
7. Be punctual for scheduled work and use time at work efficiently.
8. Be able to work harmoniously with LCRPC staff and board members, with Lincoln County staff and with the public.
9. Perform duties in a conscientious and cooperative manner.
10. Be neat and maintain a professional appearance.
11. Possess a valid Maine driver's license.
12. Maintain confidence by keeping information concerning employees, personnel issues and County operations confidential.
13. Demonstrate professional growth and enhancement of technical skills to support changing organizational needs.
14. Be able to take on added responsibilities as the organization's goals evolve and expand.

PHYSICAL REQUIREMENTS:

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

While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, talk, hear, and use hands and fingers to operate a standard computer keyboard and mouse. The employee is occasionally required to stand and walk. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves a very busy office environment at times, with frequent interruptions and deadlines. The incumbent must be able to deal with this kind of work environment and to maximize the use of his/her time to accomplish as many tasks as possible within the time available.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least 4 years of professional experience directly related to essential duties and responsibilities, or two years experience along with a Master's degree in a relevant field.
- Effective written communication, public presentation, and interpersonal skills.
- Demonstrated knowledge and applications of geographic information systems.
- Strong organizational and prioritization skills.
- Strong research and analytical skills, including online research.
- Experience with major state and federal funding programs.
- Ability to work flexible hours, including attending early morning and evening meetings.
- Knowledge of Midcoast Maine preferred.

Education Requirements: The following education requirements are considered essential:

- B.A. or B.S. in urban/regional planning, public policy/management, urban design/architecture or a related field preferred.
- American Institute of Certified Planner certification preferred

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act (ADA), must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date