



Position Title

Senior Land Use Planner

WHO WE SEEK

The North Country Council is looking for a dynamic, adaptable, community-oriented individual to fill the role of Senior Land Use Planner. In this position, you will be responsible for both routine and complex technical and professional tasks related to general planning, with a particular focus on land use and development activities in the region. As a Senior Land Use Planner, you will be at the forefront of assisting the region's communities with activities that promote sustainable development and enhance the region's resilience. Your contributions will be essential in devising strategies to manage risks and drive positive change through sustainable development. You will collaborate closely with stakeholders, municipal boards, and other partners.

The ideal candidate will be a team player, willing to share expertise and guide others. If you are the right fit for our team, you will recognize and exhibit the significance of cultivating positive relationships with local communities, boards, and agencies in the region, while also possessing strong customer service and problem-solving capabilities. Candidates should be open to travel, evening work, and possess a valid driver's license. Additionally, the successful applicant will possess excellent project management skills and demonstrate a strong internal drive.

ABOUT THE POSITION

The Senior Land Use Planner's role is diverse, offering various programs to coordinate. This includes written and oral communications, information gathering, research, and report preparation. The work ranges from the coordination of land use related projects, master planning development, review of subdivision regulations, to general technical assistance to communities. The variety of projects, both regional and locally focused, related to land use policy, engaging stakeholders, and assisting local governments with planning-related projects, provides ample opportunities for growth and learning, ensuring an exciting and dynamic work environment.

DUTIES AND RESPONSIBILITIES

Primary duties and responsibilities include but are not limited to:

- Perform intermediate/advanced professional land use planning research, analytical, and technical duties.
- Manage and work within teams on a variety of planning initiatives.
- Plan and coordinate meetings, workshops, workshops, and other events, as needed.
- Research trends and emerging issues on program activities and prepare and present reports and program recommendations.
- Represent the Council on regional and local boards.
- Implement the Regional Plan and other planning projects.
- Evaluate planning-related legislation and applicability to projects.
- Attend evening and weekend meetings as needed.
- Facilitate Planning Commission and related public meetings and hearings, as needed.

KNOWLEDGE, SKILLS, AND ABILITY

- Considerable knowledge of principles and practices of state statutes relating to land use, zoning, conservation, and municipal and regional planning practices.
- Ability to prepare comprehensive research studies and technical reports.
- Ability to make effective presentations for small to medium-sized groups.
- Ability to establish and maintain effective working relationships with federal, state, regional, and local staff and elected officials.
- Ability to communicate effectively orally and in writing, lead various meetings and events, make presentations, and answer questions at public or project meetings.
- Ability to coordinate the preparation of or prepare presentations, charts, maps (GIS), graphs, and other illustrative materials for presentations to elected officials, local land use board members, the public, and other stakeholders.
- Ability to perform various duties, including research, drafting plans and reports, grant development and administration, budget development and administration, etc.
- Demonstration project management.
- Ability and flexibility to work in a variety of environments.
- Maintain a working environment conducive to positive morale, quality, creativity, and teamwork.

MINIMUM QUALIFICATIONS

This position requires a minimum high school diploma and four (4) years of college with a bachelor's degree with major course work in rural or urban planning, community development, or a related field or a minimum of eight (8) years progressively responsible planning experience. A master's degree in planning and community development or a related field is preferable. AICP is a plus but not required.

Certification: Valid driver's license.

DETAILS

Direct Supervisor: Executive Director

Supervisory Responsibilities: Minimum of three (3) years experience in guiding colleagues and assigning work/tasks to other staff.

Primary Work Location: Littleton, New Hampshire (office). Travel throughout Coos, Grafton, and Carroll Counties with trips to southern NH and beyond. Nights will be required as they relate to current community work, as well as the occasional weekend.

Salary Range: \$60,000 to \$72,000

TO APPLY

To apply, submit a cover letter for this position and a resume listing relevant experience. Send these to Michelle Moren-Grey, Executive Director, at mmoren@nccouncil.org, subject line title of position.

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.

This job description is intended to provide general information about the position. It is not an employment contract or a comprehensive listing of all job duties. As with all parts, this job's responsibilities, roles, and requirements may change. At its discretion, the organization 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-out plans are also available with additional costs to the employee. Employees can opt-out and receive up to 50% 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.
- **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 weekly. Vacation time increases with years of service. (See table).

Vacation Accrual Schedule

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)

