

REGIONAL PLANNER

The Greater Portland Council of Governments (GPCOG) seeks a full-time Regional Planner. This staff person will perform a variety of professional planning tasks in support of local governments and regional partners throughout Southern Maine. As Maine's economic center, Greater Portland is an exciting region in which to work and live – and Portland is a world-class small city as shown in many “top ten” lists during the past ten years.

The position will include the following responsibilities:

- Assisting municipalities with master planning and drafting local ordinances.
- Researching and preparing reports, studies, and presentations.
- Advising various levels of government on policies and best practices.
- Organizing workshops and educational events for municipal staff and the public; leading presentations and facilitating discussions.
- Staying informed about current planning issues, resources, and programs to better support our members and partners.
- Interacting with environmental, economic development, transportation, housing and community development organizations, federal and state agencies, and the public.

GPCOG is looking for a candidate with the following skills and qualifications:

- A bachelor's degree in Planning or related field, and at least 2 years professional planning experience required.
- Excellent verbal and writing skills.
- Proficiency working with spreadsheets and databases.
- Attention to detail and applying quality-assurance procedures to all products and activities.
- Excellent written and oral communication skills and the ability to effectively present to a variety of audiences, including elected officials, technical staff, and the public.
- Ability to establish and maintain effective working relationships with collaborating agencies, public officials, employees, and the public.
- Candidates should be organized in time management, be able to work on multiple projects and work both independently or on a team.
- Attend evening meetings as needed.
- Possess a valid driver's license

Desirable but not required:

- A master's degree in transportation planning, urban or regional planning, civil engineering, economics, or a related field.

Serving the Greater Portland and Lakes Region Communities

970 Baxter Boulevard, Suite 201 ♦ Portland, Maine 04103 ♦ Telephone (207) 774-9891 ♦ Fax (207) 774-7149

- Experience with ArcGIS, and experience with graphic design software (e.g. Adobe InDesign, Illustrator, Photoshop) is a plus.
- Experience providing professional planning assistance to local governments, including planning experience in the areas of land use, economic development, housing, or open space; experience in ordinance preparation to promote sustainable and equitable development.
- Knowledge of federal, state and local land use policy issues, laws, regulations, and programs, as well as best planning practices related to master planning and other local planning activities.
- Grant writing and grants management experience a plus.

GPCOG offers a comprehensive benefits package, competitive salary, and a fun and creative working environment. We are an equal opportunity employer, committed to representing the region's diversity in our staff and creating a positive, inclusive workplace where all can thrive. People of color, veterans, and people with disabilities are encouraged to apply.

Come join our team!

Interested candidates should submit resumes along with minimum salary requirements (no phone calls please) by August 17, 2018 to: Ms. Maddy Adams at madams@gpcog.org

Email subject line: Application for Regional Planner.