

## **LINCOLN COUNTY**

### **Job Description**

<b>Position Title:</b>	<b>Land Use and Transportation Planner</b>
<b>Department:</b>	<b>Planning</b>
<b>Reports To:</b>	<b>Executive Director</b>
<b>Supervises:</b>	<b>N/A</b>
<b>Oversees:</b>	<b>N/A</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>
<b>Last Revised/Approved:</b>	<b>February 20, 2024</b>

#### **POSITION SUMMARY:**

The Land Use and Transportation Planner performs technical and professional work by providing land use planning strategy, transportation planning guidance, public engagement and facilitation knowhow, comprehensive planning analysis, and GIS applications in coordination with and at the direction of the Executive Director. The Land Use and Transportation Planner also provides technical assistance, research, and communication on topics including, but not limited to, affordable housing, regional transportation planning, grant writing and management, and community development to the Lincoln County Regional Planning Commission (LCRPC) Board, municipal leaders, and other entities in Lincoln County.

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#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides land use (general land use planning as well as affordable housing development planning) and transportation planning assistance to Lincoln County communities. This work includes engaging with public and private sectors to foster relationships, providing information and direct assistance to Lincoln County communities, and developing responses to issues and information requests from the public and from LCRPC meetings.
2. Assists Executive Director and other LCRPC staff in carrying out contracts with the Maine Department of Agriculture, Conservation and Forestry (DACF); Maine Department of Transportation (MDOT); Maine Department of Economic and Community Development (DECD); the Governor's Office of Policy Innovation & Future (GOPIF); other state and federal agencies; and municipalities.
3. Assists Executive Director and other LCRPC staff in implementation of LCRPC initiatives including, but not limited to, the LCRPC Strategic Plan and the Lincoln County Housing Needs Assessment.
4. Assists communities in reviewing development proposals and making recommendations to improve municipal land use ordinances on topics including, but not limited to, land use, housing, and transportation. Such support may include acting as a liaison between State agencies and the municipalities; reviewing and editing draft documents; and/or attending meetings to provide technical assistance and support to municipal committees (planning boards, ordinance review committees, road committees, and/or comprehensive plan committees).
5. Creates and facilitates educational workshops/materials for municipalities related to land use (including affordable housing), transportation planning, and development.

6. Works on long-range planning studies and initiatives for housing and/or transportation with regional and State partners. This includes working with Maine Department of Transportation, MaineHousing, Maine Department of Economic and Community Development, and others.
7. Recommends incentives, programs, and land use provisions in support of expanding older adult, workforce, and affordable housing opportunities throughout Lincoln County. This work may also include providing technical assistance to local planning boards when reviewing applications for affordable housing developments.
8. Provides direct support to County Government and the LCRPC for grant applications and grant management for public and private funding sources on land use, housing, and transportation issues. Where appropriate, provides grant assistance to municipalities. This may include, but is not limited to, circulating funding opportunity announcements, preparing letters of support for applications, assisting with project development for a specific grant application, and/or grant writing assistance.
9. Provides targeted support to communities engaged in developing comprehensive plans, with a focus on providing technical assistance on land use, housing, and transportation topics. Support may include but is not limited to, acting as a liaison between State agencies and the municipality; reviewing and editing draft documents; and/or attending meetings to provide technical assistance and support to municipal comp. plan committees on the above-mentioned topics.
10. Uses GIS software (such as ArcGIS and/or AutoCAD) for municipal and County projects.
11. Researches and analyzes economic, community, land use, environmental, and/or transportation data for use by LCRPC, Lincoln County towns, businesses, and non-profits, and state and federal agencies or organizations.
12. Other general duties include:
  - Performs related work as required and at the direction of the Executive Director.
  - Fosters relationships with key municipal and County officials and provides liaison with constituent groups.
  - Works with other LCRPC staff to provide information and direct assistance to Lincoln County communities, businesses, and organizations.
  - Attend monthly LCRPC Board meetings.
  - Assists with public meetings, workshops, conferences, and other meetings as requested.
  - Responds to in-person, phone, email, or other routine inquiries for information.
  - Performs general duties, including but not limited to, communications, publications, mailing, and office tasks.

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Performs additional duties as assigned.

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#### **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, board members, and 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.
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#### **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.

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#### **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.

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#### **QUALIFICATIONS NEEDED FOR POSITION:**

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

- At least 3 years of professional experience directly related to essential duties and responsibilities.
- Effective written communication, public presentation, and interpersonal skills.
- Demonstrated knowledge and application of GIS software and Microsoft Office. Experience with website design and social media outreach a plus.
- 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 on occasion, which may include attending early morning or evening meetings.
- Knowledge of Midcoast Maine preferred.

**Education Requirements:** The following education requirements are considered essential:

- B.A. or B.S. in regional or community planning; environmental science; urban design/architecture; geography; or a related field preferred.

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**\*\* 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.**

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Employee Signature

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Date

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Supervisor Signature

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Date