The Montgomery County Planning Commission (MCPC) is located in a diverse and historic suburban community of over 820,000 people located directly northwest of Philadelphia. The county is home to a variety of communities, including revitalizing boroughs and villages as well as scenic, rural townships. We are an award-winning agency with a well-earned reputation as an innovator of cutting edge planning concepts and strategies. Our mission is to provide professional planning services that provide effective solutions to community challenges. We are looking for an outgoing, technically proficient, and highly motivated individual to join our dynamic team of professional planners.

**POSITION TITLE:** PLANNER

**EXEMPT:** YES

**DEPARTMENT:** PLANNING COMMISSION – COUNTY SECTION

**POSITION REPORTING:** SECTION CHIEF – COUNTY

**SALARY RANGE:** $44,844 - $48,027 (depending on experience)

**SUMMARY:** Reporting to a Section Chief, the County Planner performs various professional planning tasks including land use analysis, subdivision and land development plan reviews, planning advocacy report contributions, data analysis, housing analysis, and general planning agency support. A county planner should have a well-rounded knowledge of planning concepts and be able to utilize that knowledge to help educate public audiences and make important impacts on local land use decisions. A strong background in demographic trend analysis and data organization is also being sought in order to maintain annual data collection for the agency and produce analytical reports on a regular basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** shall include the following:

- Work on short and long term projects that implement the goals of the County Comprehensive Plan, Montco2040.
- Collect, organize, analyze, and interpret data and author reports on county, municipal, and intra-municipal demographic trends.
- Review subdivisions and land developments.
- Conduct in-depth research of current planning trends to draft informative articles and reports.
- Present reports and planning topics to the County Planning Commission Board, municipal governing bodies, and the general public.
- Interact with the public and engage in community outreach efforts.
- Represent the Planning Commission to professional, service, and community organizations and provide them with analysis on county-wide trends in demographics and developments.

**SPECIFIC DUTIES AND RESPONSIBILITIES** in addition to all of the above shall include some combination of the following dependent upon stated position:

- Write zoning, land development, and subdivision regulations
- Author and produce planning related documents such as, but not limited to, comprehensive, revitalization, parks & recreation and other plans, studies, and reports
- Have technical knowledge in land use, housing, transportation, open space, environmental, demographics, landscape design, zoning, planning law, and related subjects
- Attend and participate in public meetings, day or evening.
- Work closely with municipal planning commissions and task forces, leading group discussions and building consensus to advance planning goals; undertake public outreach for comprehensive planning efforts and when appropriate.
- Grant writing

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform all essential and specific duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master’s Degree in Planning or related field
- Two to four (2-4) years of relatable work experience or any equivalent combination of education and experience which provides the knowledge and abilities necessary to be successful in the position
- Technical knowledge in housing, transportation, open space, environmental, urban design, planning law, or related fields
Thorough understanding of common data sources, such as the U.S. Census Bureau
Excellent written communication skills and public speaking ability
Knowledge of the Pennsylvania Municipalities Planning Code Act 247 preferred
Ability to work independently as well as in a team environment
Ability to manage multiple tasks, meet deadlines and organize information
Proficient in desktop computing, including Microsoft Office Suite, emphasizing Excel and Access, and ArcMap GIS
Proficiency in design software, such as Adobe Illustrator, InDesign, Photoshop, and SketchUp preferred but not required
Have a valid driver’s license and ready access to a motor vehicle

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee 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 stand, walk, sit, talk and hear. Walking is required in field conditions with uneven terrain to perform site visits, acquire information, and perform inspections or to attend meetings. The employee is occasionally required to use hands to handle or feel objects. The employee is also required to kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

The employee must be able to drive to various locations during the day or night and attend meetings that may last several hours.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually moderate.

TO APPLY ONLINE: Go to https://www.montcopa.org/Jobs.aspx - fill out the application form under the job posting. Please submit a cover letter with your application.