



## COMMUNITY AND REGIONAL PLANNER

The Lehigh Valley Planning Commission (LVPC) and Lehigh Valley Transportation Study (LVTS) are seeking an individual with City/County/Regional Planning skills to join the LVPC Community and Regional Planning Section and support planning efforts in the Lehigh Valley region.

The LVPC Community and Regional Planning Section is responsible for *FutureLV: The Regional Comprehensive Plan*, multi-municipal comprehensive planning, municipal planning services, subdivision and land development review, ordinance and local policy analysis, and special planning projects. The Community and Regional Planning Section directly supports bi-county planning functions of the Lehigh Valley Planning Commission and leads cross-departmental planning and policy efforts.

The LVPC/LVTS fosters a highly collaborative environment, both internally and with external partners. Team members serve as trusted community consultants, offering direct guidance to LVPC leadership, other internal teams, boards and commissions, and the public. Strong communication skills are essential, as planners regularly engage with complex, multifaceted challenges that demand creative, forward-thinking solutions. The LVPC team is entrepreneurial, innovative, cross-disciplinary, and deeply motivated to meet the evolving needs of the region. Our planners are passionate about the connections between people, places, and planning—and are driven by the opportunity to shape vibrant, resilient communities.

## ESSENTIAL DUTIES + RESPONSIBILITIES

### Provide Municipal Guidance

- Process applications for subdivision and land development plans.
- Review plans based on alignment with *FutureLV: The Regional Plan* and related plans and studies, considering local land use context, best design practices and opportunities to mitigate impacts on transportation, the environment, public health and safety and quality of life.
- Review municipal zoning ordinances, subdivision and land development ordinances, comprehensive plans and associated policy documents based on alignment with *FutureLV: The Regional Plan*, including policy implications and best practices in planning and government.
- Coordinate cross-department collaboration on complex or large-scale reviews.
- Present and report on review findings at LVPC meetings and local government meetings as applicable.

### Research and Promote Best Planning Practices

- Research and develop guidance documents that effectively communicate best practices for local governments.
- Conduct research and technical analyses, preparing reports that clearly explain findings and support policy recommendations.

- Carry out planning projects involving complex technical analysis, policy development, community engagement and outreach, and cross-sector collaboration that advance goals of *FutureLV: The Regional Plan*.
- Organize and participate in regional, county, municipal and multi-municipal planning initiatives to implement *FutureLV: The Regional Plan* and support the LVPC mission.
- Maintain databases and records for a variety of LVPC online tools and applications, including the [BuildLV: Development Data](#), [DataLV](#), the [Lehigh Valley Housing Analysis](#) and others.
- Monitor and ensure compliance with local, state and federal laws.

### **Foster Community Connections**

- Represent the LVPC on various committees, at neighborhood organizations and community meetings, public hearings, and before governmental bodies.
- Communicate effectively with peers, local governments and other stakeholders on planning issues in a manner that maintains positive relationships and advances understanding of the issues at hand.
- Prepares and implements community engagement strategies, including development of innovative collaborative methods for the greatest collective community impact.

### **Training & Outreach**

- Support municipal officials and community partners by developing and delivering clear, accessible training, outreach materials, and engagement sessions that strengthen local understanding of planning processes, ordinances, and regional initiatives.

## **KNOWLEDGE, SKILLS + ABILITIES**

- General knowledge of fundamental principles and practices of community, city and/or regional planning, including basic planning theory, urban design, environmental issues, growth management, economic development, housing, and transportation.
- Excellent written communication skills, including the ability to succinctly articulate complicated subjects and analyses and tailor writing for a variety of audiences.
- Ability to research and obtain publicly available data from a variety of sources, including the U.S. Census Bureau, Bureau of Labor and Statistics, State Agencies and Local Agencies
- Proficient computer skills in Microsoft Office 365, internet research and software programs used in planning, drafting, mapping and statistical analysis.
- Ability to create, interpret, and apply technical planning studies and code regulations.
- Ability to make clear and concise oral presentations at public meetings.
- Ability to maintain effective working relationships with elected and appointed officials and the general public.
- Demonstrates a solutionist approach by actively working to solve problems.

## **QUALIFICATIONS + MINIMUM REQUIREMENTS**

- Degree from a four-year college or university in Urban Planning, Environmental Planning, Political or Environmental Science or related field. A Master's degree or equivalent experience is preferred but not required.

- Any equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities.
- American Institute of Certified Planners (AICP) is preferred, or the ability to seek certification within the minimum time required by the certifying agency.
- Demonstrable experience with modern office and computer technologies including Microsoft Office 365, printers/plotters/scanners/copiers, and social media applications such as Facebook, Instagram, LinkedIn and X.
- Demonstrated ability to work within and contribute to a team structure, work with diverse groups of people and in diverse environments.

## OTHER REQUIREMENTS

This position is an in-office role requiring significant collaboration with colleagues and stakeholders. Position requires participation at some early morning, evening and weekend meetings and events. Valid driver's license required. Must be eligible to work in the United States of America.

## SALARY AND BENEFITS

- Grade 8 - \$61,239 - \$88,797 per annum
- Medical, Dental, Vision Plans, including Health Reimbursement Account (HRA)
- Comprehensive Paid Time Off (Vacation, Personal, Sick)
- Flexible work schedules
- 11 Observed Holidays + Floating Holiday
- Pension plan (Vested after 3 years)
- 457B Retirement Plan (optional)
- Aflac Products (optional)
- Life Insurance, AD&D
- Training and Professional Membership support (American Planning Association (national, state and regional,) National Association of Regional Councils, Urban Land Institute, Green Building United/US Green Building Council, Lincoln Institute of Land Policy, ESRI, Greater Lehigh Valley Chamber of Commerce)

## APPLY

Only e-mail submissions to [jobs@lvpc.org](mailto:jobs@lvpc.org) will be accepted and must include:

- a) Current resume detailing your education and experience.
- b) Letter of interest describing how you meet the qualifications for this position and why you would like to be considered. Please address this letter to, Becky Bradley, AICP, Executive Director.
- c) Work samples, portfolio, or links to work that demonstrate your skills and abilities.
- d) Minimum of three (3) professional references with contact information.

## TEAM COMMITMENT

The Lehigh Valley Planning Commission is committed to creating a diverse environment and is proud to be an equal opportunity employer. The LVPC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, age, disability or genetics. In addition to federal law requirements, the Lehigh Valley Planning Commission complies with applicable state and local laws governing nondiscrimination

in employment. This policy applies to all terms and conditions of employment. Persons with a disability who need assistance with their application or that need this announcement in an alternative format may call (610) 264-4544.

## **FURTHER INFORMATION**

In Compliance with the Immigration Reform and Control Act of 1986, applicants hired by LVPC must show acceptable proof of identity and evidence of authorization to work in the United States.

Visit [www.lvpc.org](http://www.lvpc.org) for more information on the Lehigh Valley Planning Commission, our work program, and products.