



BRPC

Berkshire Regional Planning Commission

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Employment Opportunity
SENIOR PLANNER (or Planner) - COMMUNITY PLANNING

Dynamic and motivated individual sought for a Senior Planner position with the Berkshire Regional Planning Commission (BRPC), a regional planning agency serving Berkshire County in Western Massachusetts. The Berkshires offer a high quality of life for those who value outdoor recreation, cultural amenities, and a strong sense of community. The BRPC prepares and implements regional and community plans and provides direct technical assistance to its 32 member municipalities with housing, economic, land use, environmental, transportation, public health, and community development items.

This position is intended to have a primary focus on housing planning, specifically to work with municipalities to promote housing development readiness, including identifying housing needs and opportunities, recommending ways to address those needs, and working to implement measures to promote housing development. In addition, this position would participate in a larger effort to advocate for and advance housing initiatives in Berkshire County and Western Massachusetts.

A Senior Planner is a staff lead person for multiple complex planning projects. Responsibilities include program / project development, grant writing and grant preparation, development of scopes of work and budgets, project implementation, project and contract management, leadership of project teams, technical planning services, and supervision of project staff.

While intended to be housing focused, this position would be a key member of the Community Planning team and would also be involved in local and regional land use planning, comprehensive planning, regional municipal services, and related work. The selected candidate will lead a wide range of community and regional planning activities. Work involves researching and analyzing land use, environmental and socio-economic information and data, generating, writing and producing reports, plans and other technical documents, analyzing and preparing zoning bylaws and ordinances, and interacting with community leaders and the public.

The successful candidate is a problem solver, who can identify and assess needs or opportunities and identify and initiate ways to solve problems or seize opportunities. The candidate must be committed to planning and demonstrate a high-level basic planning skill set, strong analytic and writing capabilities, and demonstrate strong ability to effortlessly communicate and work collaboratively with a wide range of people. Must work within the MS Office platform.

Minimum requirements: Master's degree in planning or closely related field plus two years experience or Bachelor's degree with degree / coursework in planning-related subjects and 4 years of full-time experience in community, land use, and economic development planning. Experience analyzing and writing zoning bylaws / ordinances a plus. May be filled at the Planner level which requires a Master's degree in planning or closely related field and no experience or a Bachelor's degree and two years of directly relevant experience. While working on the same topics, the Planner level position is a support position. The successful candidate must have a valid driver's license and access to a private vehicle.

The starting salary range for a Senior Planner is \$58,697 – \$68,805 (for Planner level - \$49,894 – \$56,475) with a very attractive benefits package. Minimum work week is 35 hours per week with flex time available. BRPC's telework policy requires employees to be in-office a minimum of 2 days per week, after the orientation period, with the rest of the time permitted through telework.

Submit the following items to info@berkshireplanning.org, by e-mail only: cover letter, resume, and a two-page writing sample. Please include the phrase Senior Planner (or Planner) - Community Planning in the subject line of your e-mail. (Please limit your writing submission to no longer than 2 pages, even if it needs to be an excerpt.) No telephone calls. The position is available immediately and open until filled. A position description and information about BRPC are available at [Employment & Internship Opportunities - Berkshire Regional Planning Commission \(berkshireplanning.org\)](http://berkshireplanning.org). EOE/Smoke- and Drug-free Workplace. 1 Fenn Street, Suite 201, Pittsfield, MA 01201.