

<b>Job Title:</b>	Senior Comprehensive Planner	<b>Salary Tier Category</b>	Senior Planners: \$60,000-\$70,000 annual starting salary, depending on qualifications
<b>Department/Group:</b>	Comprehensive Planning	<b>FLSA Exemption:</b>	Exempt/Non-Exempt
<b>Reports To:</b>	Comprehensive Planning Manager	<b>EEO Category:</b>	2
<b>Grade:</b>	P4-P5	<b>Supervisory Duties (Y/N)</b>	N

**Benefits:**

Massachusetts State Benefits (GIC), matching deferred income contributions, mileage reimbursement, education benefits, flexible hybrid in-person/remote work schedule, and generous paid time off (PTO).

## Position Summary

Under the supervision of the Comprehensive Planning Manager, with potential tasks also to be completed for the Transportation Planning Manager, the Environmental Planning Manager, and Departmental Directors, the Senior Comprehensive Planner applies their technical expertise, knowledge of zoning, public policy, and planning best practices to the diverse work program of a busy and growing Regional Planning Agency.

## Primary Duties and Responsibilities

The Senior Comprehensive Planner acts as a senior staff member on numerous plans, project management initiatives, zoning amendments, civic engagement efforts, and other deliverables. They will produce planning narratives, data and policy analysis, writing (both technical and creative), educational materials, project documentation, and other work, as needed. The Senior Comprehensive Planner works with a diverse team of planners and designers to deliver high-quality work and manage a diverse portfolio of projects.

## Essential Duties and Responsibilities

The Senior Comprehensive Planner shall be expected to perform the following tasks:

- Provide support for planning projects lead by Principal staff and Directors, including but not limited to Comprehensive Plans/Master Plans, Housing Production Plans, corridor studies, redevelopment plans, build-out and scenario planning, zoning bylaws and design guidelines, and civic engagement efforts;
- Interpret and write policy and zoning;
- Produce and design maps, diagrams, icons, charts, 3D models, and various drawings for a wide variety of projects;
- Create images, presentations, icons, flyers, and press releases in support of public outreach efforts;
- Produce writing that conveys complex public policy in simple, conversational language;
- Communicate effectively with internal staff and agency partners; and
- Perform other duties, as needed.

## Qualifications and Education Requirements

### Qualifications

The Senior Comprehensive Planner should have the following qualifications:

#### *Software*

- 3+ year(s) of experience with Microsoft Excel and the Microsoft Office Suite;

#### *Skills*

- Strong writing skills;
- Strong communication skills; and
- Strong data analysis and organization skills.

The following would be beneficial, but not required:

#### *Software*

- ArcGIS Pro, ArcMap, and/or QGIS;
- Adobe InDesign, Adobe Illustrator, other Adobe Creative Suite products;
- 3D urban design modeling (Rhino, Sketchup);
- WordPress and/or HTML/CSS; and
- Video Editing (Premiere, Canva).

#### *Skills*

- Strong graphic and urban design skills;
- Interpreting and writing zoning;
- Community engagement and outreach; and
- Beginner or intermediate project management skills.

### Education

One of the following combinations of education and employment experience must be met to be considered for the position:

- BA/BS and 3 years of relevant experience. Preference for fields of study including Urban Planning, Public Policy, Public Administration, Geography, or similar. Preference for experience with local, municipal planning;

**OR**

- MA/MS and 1 years of experience. Preference for fields of study including Urban Planning, Public Policy, Public Administration, Geography, or similar.

**Applicant must have a valid driver's license.**

### About SRPEDD

SRPEDD is growing! We are a collegial workplace with experienced staff. We are looking for a proven self-starter and independent worker who is equally at home in a collaborative working environment.

SRPEDD offers excellent Massachusetts state benefits ([www.mass.gov/orgs/group-insurance-commission](http://www.mass.gov/orgs/group-insurance-commission)) and a hybrid work policy (roughly half-time in-person, half-time remote).

# SRPEDD

Southeastern **Regional Planning**  
& **Economic Development** District

Our work includes community master plans, corridor studies and redevelopment plans, public education and civic engagement campaigns, regional transportation and bicycle projects, habitat restoration and watershed protection, climate and hazard mitigation planning build-out and fiscal impact scenarios, transit planning, zoning bylaws, drone surveys and 3D interior photography, economic development and infrastructure initiatives, housing production and community development, and more. SRPEDD supports the 4 cities and 23 towns in our region to build community and enhance quality of life for all. Through careful collaboration, SRPEDD seeks to enhance equitable economic development opportunities, envision, and plan for the long-term future, foster sustainable growth, and cultivate the systems and networks that emphasize social justice and community development.

We emphasize high quality work; we value a culture of optimism and collegiality; and we take pride in serving the public and advancing SRPEDD's mission in southeastern Massachusetts.

## Anticipated Start Date

January 1st, 2024; start date flexible.

## To Apply

Position open until filled.

Please send the following items via email to Grant King, AICP; Deputy Director and Comprehensive Planning Manager ([gking@srpedd.org](mailto:gking@srpedd.org)). **Applicants that do not submit the following will not be considered:**

1. At least 4 work samples (at minimum two writing sample, one presentation sample, one graphic/design sample);
2. Cover letter; and
3. Resume.

SRPEDD is an Equal Opportunity employer.

