Director of Regional Planning  
Lehigh Valley Planning Commission

Founded in 1961, the Lehigh Valley Planning Commission (LVPC) serves as the official regional planning entity for the Lehigh Valley. The LVPC reviews all subdivision, land development and stormwater activity, municipal land use ordinances, and comprehensive plans on behalf of Lehigh and Northampton Counties. In addition, to these municipal review responsibilities, the LVPC sets the development direction for region, from housing to businesses and infrastructure to schools. The organization is a resource to municipal government, developers, bankers, realtors, school boards, citizens and beyond, through research and publication of Lehigh Valley studies and reports from employment projections to the Regional Housing Plan. Lastly, the Commission oversees the administrative functions of the Lehigh Valley Transportation Study, who plan for and invest over $2.48 billion in the region’s roads, bridges and transit. These comprehensive planning activities are critical to the responsible and sustainable growth and management of the Lehigh Valley’s built environment.

Position

The Director of Regional Planning will be a strategic thought-partner, and report to the Executive Director. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the overall planning work program. The Director of Regional Planning will play a critical role in partnering with the senior leadership team in strategic decision making and operations as LVPC continues to enhance its quality community planning, programming and capacity.

The Director of Regional Planning is responsible for general oversight and management of the organization’s planning program to support the Executive Director, LVPC, and the region. The Director of Regional Planning oversees the work program coordination and implementation across the regional and community planning, environmental planning and transportation and data management sections. The Director of Regional Planning also, leads comprehensive and community planning, revitalization and sustainability planning, regional growth management, ordinance development and implementation, regional and local comprehensive plan development and implementation, subdivision and land development review, and community engagement aspects of the work program.

Responsibilities

Typical tasks and duties of the Director of Regional Planning may include, but are not limited to, the following:

- Develop and coordinate the annual planning work program along with the Executive Director and Senior Leadership Team.
- Ensure that the timelines and deadlines of the annual planning work program are met and coordinate with the Administration on associated budgetary matters.
- Coordinate, develop and maintain the Pennsylvania Municipalities Planning Code required portions of the regional plan; support the integration of transportation and environmental planning needs into the regional plan.
- Develop, refine and maintain monitoring and implementation processes and tools for the regional plan and regional planning processes.
- Direct and manage the Regional and Community Planning Section of LVPC, including establishing priorities, setting quality standards, and ensuring established deadlines are met.
- Assist in the development and maintenance of the regional comprehensive plan.
- Direct the administration of Lehigh County and Northampton County subdivision and land development ordinances and ensure that these laws are kept up to date.
- Administer the subdivision, land development, comprehensive plan and ordinance review processes and coordinate the Environmental and Transportation Planning Sections collaboration.
- Interpret and apply applicable state, county, and local codes, ordinances, regulations, standards, specifications, policies, and procedures pertaining to planning, zoning, land development, and land use.
- Present applications to the LVPC, local government, planning and zoning boards and commissions, and citizen groups.
- Ensure accurate and consistent application of policies and regulations.
- Collaborate with the Transportation, Environmental, and Administrative Sections of the LVPC, as well as the Lehigh Valley Transportation Study Technical and Coordinating Committees and the Lehigh Valley Planning Commissioners to facilitate regional and community planning functions.
- Collaborate with Lehigh County, Northampton County, and Lehigh Valley communities and other organizations to further LVPC objectives.
- Prepare and deliver community engagement services to further regional planning and support the equity ethos of the LVPC.
- Prepare planning documents, model ordinances, and projects in conjunction with the LVPC Team.
- Coordinate the publication of plans, letters, planning policies, ordinances, projects and other planning program related tools on behalf of the organization.
- Ensure that the mission, brand and brand integrity of the LVPC are maintained in all publications, projects, communications and presentations related to the planning work program.
- Manage personnel, including mentoring and coaching the Regional and Community Planning Team and supporting an environment of learning and innovation.
- Assign work and work priorities to the staff.
- Review work performance by subordinates.
- Regularly contribute to the LVPC Newsletter, Annual Report, and web and other media communication tools (e.g. Facebook, Twitter).
- Manage the Lehigh Valley Government Academy and Certified Citizen Planner Programs and identify and present planning training courses to the community.
- Collaborate with the LVPC team to promote regional and community planning services, including seeking out and capitalizing on new opportunities.
- Prepare speeches, articles, and reports dealing with planning and development in the Lehigh Valley.
- Represent the LVPC and its policies to elected officials, organizations, and the public.
- Other duties as assigned.
Knowledge, Skills and Abilities Required

- Comprehensive knowledge of advanced principles and practices of community and regional planning.
- Ability to effectively manage, coordinate with and coach personnel.
- Ability to analyze compound, complex data and land development patterns, understand implications and communicate results effectively to the community.
- Ability to create, interpret, and apply technical planning studies and code regulations promulgated by the Lehigh Valley Planning Commission.
- Ability to use effectively utilize software and systems that support the planning program, including Microsoft Office, social media platforms, survey and community engagement tools; familiarity with and/or ability to use Geographic Information Systems and/or Adobe Creative Suite is preferred.
- Ability to provide leadership in formulating and directing policies and programs and to foster creative environments.
- Ability to write clear and concise technical reports and correspondence.
- Ability to multitask and set priorities.
- Ability to utilize analytical, organizational, and problem-solving skills to support sound decision-making.
- Ability to represent other professional staff, including the Executive Director, at meetings, conferences, and events.
- Skill in providing customer service.
- Ability to actively participate in and give back to the community through established professional organizations and networks.
- Ability to make oral presentations and participate in interviews.
- Ability to build consensus and maintain a culture of collaboration.
- Ability to create and manage major planning programs.
- Ability to maintain effective working relationships with elected and appointed officials and the public.
- Ability to exercise sound judgment in management and supervisory roles.
- Ability to maintain integrity, credibility, and dedication to the mission of LVPC.

Qualifications

Minimum qualifications for a Regional Planning Director shall consist of a master’s degree in City or Regional Planning or a related field or equivalent experience; ten years of experience in planning, two of which shall include supervisory experience; five years’ experience in project management. AICP certification or a related professional license is preferred. Valid driver's license required.

Salary

- $106,199-$159,299 annual salary, dependent on experience and qualifications, plus, excellent benefits, including but not limited to: paid time off, health, dental, and retirement.
- The Lehigh Valley Planning Commission also, budgets for training and professional membership(s). The LVPC is active in the 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, REMI, Greater Lehigh Valley Chamber of Commerce, among other local, regional, state and national allied organizations and initiatives. Team members are encouraged to participate with partner entities.

APPLY

Only e-mail submissions to jobs@lvpc.org will be accepted and must include:

a. Current resume detailing your education and experience.
b. Portfolio or links to work that demonstrates your skills and abilities.
c. 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, Lehigh Valley Planning Commission, 961 Marcon Blvd, Suite 310, Allentown, PA 18109.
d. Minimum of three (3) professional references with contact information.

Position open until filled. Review of applications and interviews will begin immediately.

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

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DATA SCIENTIST/ECONOMIST

The Lehigh Valley Planning Commission (LVPC) and Lehigh Valley Transportation Study (LVTS) are seeking an individual with data science, economics and modeling skills and an interest in applying them to metropolitan planning efforts.

The Data Scientist/Economist will have significant responsibilities in comprehensive, long-range planning, data and spatial analytics, the travel demand model, regional economic modeling, population, workforce and employment projections and other predictive modeling. The Data Scientist/Economist leads these operations within the LVPC/LVTS providing significance data collections, analysis, interpretation, prediction and communication of key regional data. This position, which is a member of the Transportation Planning and Data Management and Analytics Section, involves conducting a variety of data analyses, development of predictive models, advanced application of planning, communication of information, management, and coordination skills, under little supervision. The position coordinates with a variety of public, private and non-profit agencies from the US Census Bureau to the Workforce Board of the Lehigh Valley. The position also requires the ability to write and effectively present technical information to diverse groups, ranging from professional conferences to the public generally. The LVPC’s/LVTS’s philosophy is always to begin with fact-based optimism, making the Data Scientist/Economist role particularly important to the organization and region. Reporting to the Director of Transportation Planning and Data, the Data Scientist/Economist collaborates, coordinates, and facilitates discussions, projects, and presentations.

CURRENT PROJECTS

The LVPC/LVTS 2022 work program is robust and includes the creation of the region’s first Climate Action Plan, the allocation of over $380 million is new federal and state infrastructure funding, finalization of four multi-municipal comprehensive plans creating a collaborative community vision and future for 32 municipalities in Northampton and Lehigh counties, implementation of a $54 million Riverside Drive combined road, trail, environmental management and equity project, mapping and development of community guidance on freight facility and industrial development, a new five-region Eastern Pennsylvania Freight Infrastructure Plan, and update of the region’s Access to Opportunity Equity Portal, among many other projects and initiatives designed protect and advance the public health, safety and welfare regionwide.

ESSENTIAL DUTIES + RESPONSIBILITIES

- Identify and use appropriate techniques and tools for acquiring, retrieving, analyzing, and making use of relevant data for answering planning questions.
- Create visualizations and communicate data analytics results to a large audience and decision makers.
- Research public and private datasets that could be used to assist with planning efforts.
- Lead the internal data inventory effort and other data coordination activities.
- Assist in data sharing activities and filling data requests.
- Develop, manage, and refine a wide variety of model input data, including preparation of networks and simulation model inputs.
- Execute model runs, evaluate model results, and conduct model validation.
Senior Geographic Information Systems Planner

- Develop, apply, and troubleshoot customized planning and modeling applications.
- Assist in community-critical studies, including application of travel demand, population, employment and economic models at the sub-area and corridor levels.
- Prepare documentation of data collection, analytics and modeling methods and applications.
- Write highly technical Requests for Proposals, execute technical procurement processes, and manage projects when needed.
- Manage, review, and evaluate work methods and procedures, and suggest improved processes.
- Assist with developing technical aspects of the Regional and Long-Range Transportation Plan and Transportation Improvement Program including air quality conformity and environmental justice/equity analyses.
- Provide data and technical support for internal staff, constituents, and stakeholder organizations.
- Work cooperatively with the United States Department of Transportation, the Pennsylvania Department of Transportation, US Census Bureau, Workforce Board of the Lehigh Valley, local agencies and governments regarding modeling, data, and planning issues.
- Attend meetings and make public presentations.
- Prepare technical reports, informational products, conference papers, and/or grant proposals and contribute to plans as part of community, environmental, economic and transportation planning.
- Research new technologies and make recommendations to the Director of Transportation Planning and Data for software acquisition, implementation, and advancement in the fields of Data Science and Predictive Modeling.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS + ABILITIES

- Thorough experience researching, collecting, sorting, and manipulating data; understanding web API’s is considered a plus.
- Experience using mathematical models to generate approximations and make future predictions.
- Experience with econometrics, modeling and predicting economic impacts; understanding REMI is considered a plus.
- Experience with or desire to learn transportation system forecasting utilizing Cube/Voyager or other travel forecasting software such as, but not limited to, TransCAD, VISUM, EMME, etc.
- Proficiency in the use of at least one computer/database programming such as, but not limited to, JAVA, C++, Python, R, VB, SQL, MS Access, etc.
- Experience with or desire to learn and interpret micro-simulation models such as, but not limited to, DynasT, VISSIM, CORSIM, Synchro, etc. is considered a plus.
- Experience in the use of data platforms such as, but not limited to, Hadoop, Apache Spark, etc.
- Proficiency in Data Visualization along with the ability to communicate effectively both orally and in writing.
- Knowledge of and/or experience with ESRI GIS software.
- Knowledge of or desire to learn advanced practice models, such as activity-based and dynamic traffic assignment.
- Ability to function independently in developing and maintaining a transportation model, regional economic model and development pattern monitoring and prediction.
- Experience with researching and acquiring geospatial, census, demographic, economic, workforce and/or other data.
- Understanding of principles, methods, and tools used to perform data analysis.
- Strong strategic thinking, active listening, and problem-solving skills.
- Knowledge of project management techniques.
- Ability to efficiently coordinate multiple projects.
- Capability to independently conduct research, write technical reports and incorporate analysis into planning documents and presentations.
- Desire and ability to continuously learn new software and systems.
• Skill in establishing and maintaining effective working relationships with the LVPC Team, Commissioners, Study Members, consultants and the public.
• Strong desire to want to contribute to the betterment of the Lehigh Valley, community and society.
• Other duties as assigned.

QUALIFICATIONS

• Degree from an accredited four-year college or university in mathematics, economics, computer science, urban planning, engineering, data science, geospatial science or closely related field. A Master's degree or equivalent experience is preferred but not required.
  o Three to five years of experience.
  o Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
• Demonstrable experience with Microsoft Teams, Office; knowledge of Access preferred.
• Ability to use computers, tablets, smart phones, plotters, scanners, printers, and copiers.
• Knowledge of fundamental planning issues and concepts, including basic planning and/or economic theory, urban design, subdivision, environmental issues, growth management, economic development, housing, and transportation.
• Excellent verbal, written and graphic communication skills.
• Refined organizational skills, including time-management abilities.
• 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 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

• $60,697 - $88,010 per annum; plus, excellent benefits, including but not limited to: paid time off, health, dental, and retirement.
• The Lehigh Valley Planning Commission also, budgets for training and professional membership(s). The LVPC is active in the 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, REMI, Greater Lehigh Valley Chamber of Commerce, among other local, regional, state and national allied organizations and initiatives. Team members are encouraged to participate with partner entities.

APPLY

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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, Lehigh Valley Planning Commission, 961 Marcon Blvd, Suite 310, Allentown, PA 18109.
c. Minimum of three (3) professional references with contact information.

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TEAM COMMITMENT

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FURTHER INFORMATION

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PROGRAM ASSOCIATE FOR COMMUNITY ENGAGEMENT

The Lehigh Valley Planning Commission (LVPC) is looking for an entry-level Program Associate for Community Engagement to provide a variety of community engagement functions with a primary focus on public participation and planning support. Reporting to the Director of Administration, the Program Associate serves as a strong conduit for shared learning within the team and across community. The successful candidate will assist with comprehensive and subarea planning projects, as well as, public participation initiatives and relationship development and board management.

Team members act as community collaborators with a high degree of independence and provide direct guidance to the LVPC leadership, other LVPC sections, boards and commissions, and the public. Team members are expected to be highly capable communicators and collaborators that work well with complex, multifaceted problems that require innovative and equitable solutions. The LVPC Team is entrepreneurial, innovative, highly motivated, cross-disciplinary and committed to effectively planning for and responding to 21st century needs.

CURRENT PROJECTS

The LVPC/LVTS 2022 work program is robust and includes the creation of the region’s first Climate Action Plan, the allocation of over $380 million is new federal and state infrastructure funding, finalization of four multi-municipal comprehensive plans creating a collaborative community vision and future for 32 municipalities in Northampton and Lehigh counties, implementation of a $54 million Riverside Drive combined road, trail, environmental management and equity project, mapping and development of community guidance on freight facility and industrial development, a new five-region Eastern Pennsylvania Freight Infrastructure Plan, and update of the region’s Access to Opportunity Equity Portal, among many other projects and initiatives designed protect and advance the public health, safety and welfare regionwide.

ESSENTIAL DUTIES + RESPONSIBILITIES

- Carries out event and community involvement projects involving diverse array of stakeholders, interested parties and the public, in general.
- Executes work programs for projects that have a high level of impact on the organization and the region as a whole.
- Increases and enlists new support from government agencies, corporations, non-profit entities, and the public at large.
- Develops and coordinates all aspects of community engagement activities from event development and execution to social and traditional media.
- Constructs work plans and budgets, as well as develop quarterly and annual reports.
- Tracks partnership activities, program expenditures and registrations.
- Works constructively in teams that span multiple LVPC sections and with outside agencies and project committees using communication and personal initiative to successfully collaborate and achieve multiple objectives.
- Coordinates, researches and writes projects-related documents.
- Organizes and participates in planning initiatives, events and planning activities to further the mission and work plan of the LVPC.
- Conducts research, prepares and presents reports that clearly communicate technical analyses and make the case for recommendations.
Communicates effectively with peers, Planning Commission, local governments and other stakeholders on planning issues in a manner that develops and maintains positive relationships and advances the understanding of the issues at hand.

Supports and represents the LVPC on various committees, at neighborhood organizations and community meetings and events.

Prepares, implements and reports on community engagement strategies, including development of innovative collaborative methods for the greatest collective community impact. Integrates community engagement into plans and projects.

Supports the development of planning studies, reports, presentations and other products completed by consultants, communities and other staff members.

Supports the LVPC Administration.

Arranges complex and detailed meetings, events, itineraries and agendas for a variety of internal and external meetings; arranges for refreshments as needed

Assists the Administrative Assistant in planning, coordinating and ensuring the Executive Director’s, Director of Administration and other Administrative Team Members’ schedules are followed and respected. Provides “gatekeeper” and “gateway” role, creating win-win situations for direct access to the Administrative Team’s time and offices.

Maintains contact information and various Administrative databases.

Manages administrative files and the organizational library.

Elevates the standard of LVPC communication by researching best practices and by providing orderly, routine and progressive records.

Assists team members in researching, prioritizing, and following up on incoming issues and concerns addressed to the Administrative Team and overall LVPC Team, including those of a sensitive or confidential nature; Determines appropriate course of action, referral, or response.

Assists team members as a bridge for smooth communication between the organization and the public; demonstrating leadership to maintain credibility, trust and support internally and externally.

Assists works closely with the Regional Planning and Transportation sections to effectively keep the Administrative Team well informed of upcoming commitments and responsibilities and following up appropriately. Acts as a “barometer,” having a sense for the issues taking place in the environment and keeping the Administrative Team updated.

Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressure.

Maintains discretion and confidentiality in relationships with all board members.

Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including meeting advertising requirements and advance distribution of materials before meetings in electronic/paper format.

Assists the Administration and Managing Editor with outreach plans

Ensures that staff biographies are kept up to date and responds to requests for materials regarding the staff and the organization in general.

Works with the Managing Editor to complete drafts of written and visual communications to the public.

Performs other duties as assigned.

The candidate will be responsible for project outcomes, attending meetings and is expected to work independently when executing project plans, while receiving overall guidance from the Director of Administration and other team members.
KNOWLEDGE, SKILLS + ABILITIES

- Event planning and management
- Principles of record keeping and records management
- Community relationship building, maintenance and customer service
- Researching and analyzing factors affecting communities
- Effective use of social and traditional media tools
- Ability to shoot and edit video, take photographs and utilize visual communications tools effectively
- Organizing, evaluating, analyzing and presenting data and information
- Preparing reports and checking designs, details, estimates, plans, and specifications for events and planning activities
- Evaluating alternatives, and making logical recommendations based on findings
- Maintaining accurate and interrelated records
- Assess and prioritize multiple tasks, projects and demands
- Establish and maintain effective working relations with co-workers, elected and appointed officials, community groups and the public
- Develop an understanding of land use regulations, comprehensive planning processes, city, county state and Federal laws codes and regulations pertaining to planning
- Cultivate knowledge in research techniques for land use trends and regulations
- Strong ability to multi-task

QUALIFICATIONS

- Degree from an accredited four-year college or university.
- Demonstrable experience with Microsoft Teams, Office; knowledge of Access preferred.
- Experience utilizing computers, tablets, smart phones, plotters, scanners, printers, and copiers.
- Experience with social and traditional media and associated visual and written communications tools.
- Knowledge of fundamental planning issues and concepts, including basic planning and/or equity and inclusion, public policy, communications and community engagement, economic theory, urban design, environmental issues, growth management, economic development, housing, and transportation.
- Excellent verbal, written and graphic communication skills.
- Refined organizational skills, including time-management abilities.
- 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 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

- $48,957 - $68,540 per annum; plus, excellent benefits, including but not limited to: paid time off, health, dental, and retirement.
- The Lehigh Valley Planning Commission also, budgets for training and professional membership(s). The LVPC is active in the American Planning Association (national, state and
Program Associate for Community Engagement

Regional, National Association of Regional Councils, Urban Land Institute, Green Building United/US Green Building Council, Lincoln Institute of Land Policy, ESRI, REMI, Greater Lehigh Valley Chamber of Commerce, among other local, regional, state and national allied organizations and initiatives. Team members are encouraged to participate with partner entities.

APPLY

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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, Lehigh Valley Planning Commission, 961 Marcon Blvd, Suite 310, Allentown, PA 18109.

c. Minimum of three (3) professional references with contact information.

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LEHIGH VALLEY PLANNING COMMISSION

SENIOR COMMUNITY & REGIONAL PLANNER
Lehigh Valley Planning Commission

The Lehigh Valley Planning Commission (LVPC) and Lehigh Valley Transportation Study (LVTS) are seeking an individual with community planning skills to provide regional, county and direct municipal planning services for the Lehigh Valley community. The Senior Community & Regional Planner will assist with comprehensive and subarea planning projects addressing complex, sometimes politically sensitive issues and serve as on the subdivision, land development, community ordinances and plans review team. The Senior Planner also serves as advisor to the Director of Regional Planning and stands-in for the Director at the Director’s request. The LVPC Community Planning Section is responsible for FutureLV: The Regional Comprehensive Plan, multi-municipal comprehensive planning, specific community plans, municipal planning services and special planning projects, subdivision and land development review, community ordinance analysis, supports the Planning Commission and leads cross-departmental planning and policy efforts.

The LVPC/LVTS is a highly collaborative environment internally and externally and team members act as consultants and provide direct guidance to the LVPC leadership, other LVPC sections, boards and commissions, and the public. Team members are expected to be highly capable communicators that work well with complex, multifaceted problems that require innovative solutions. The LVPC Team is entrepreneurial, innovative, highly motivated, cross-disciplinary and committed to effectively planning for and responding to current and future community needs. LVPC/LVTS Planners love the interrelationships between people, places and planning.

CURRENT PROJECTS

The LVPC/LVTS 2022 work program is robust and includes the creation of the region’s first Climate Action Plan, the allocation of over $380 million in new federal and state infrastructure funding, finalization of four multi-municipal comprehensive plans creating a collaborative community vision and future for 32 municipalities in Northampton and Lehigh counties, implementation of a $54 million Riverside Drive combined road, trail, environmental management and equity project, mapping and development of community guidance on freight facility and industrial development, a new five-region Eastern Pennsylvania Freight Infrastructure Plan, and update of the region’s Access to Opportunity Equity Portal, among many other projects and initiatives designed protect and advance the public health, safety and welfare regionwide.

ESSENTIAL DUTIES + RESPONSIBILITIES

- Advises the Director of Regional Planning on section projects, plans, reviews and related matters.
- Stands in for the Director of Regional Planning as needed.
- Monitors and ensures compliance with local, state and federal laws.
- Oversees specialized planning functions such as large-scale new development proposals and environmental studies.
- Acts as project manager for reports, projects and plan research, development and publication as assigned.
• Evaluates operations and activities of assigned responsibilities.
• Prepares reports on operations and activities, recommending improvements and modifications.
• Manages and carries out planning projects involving complex technical analysis and policy development for a broad spectrum of interested parties, including writing model community guidance documents.
• Plans, develops and executes work programs for projects that have a high level of impact on the organization and the region.
• Works constructively in teams that span multiple LVPC sections and, at times, outside agencies, using communication and shared leadership skills to successfully collaborate and achieve multiple objectives.
• Reviews subdivision and land development plans, zoning ordinances, subdivision and land development ordinances, street vacation requests, local comprehensive plans and associated planning and engineering documents for the broader implications as they pertain to land use planning.
• Conducts research, prepares and presents reports that clearly communicate technical analyses and make the case for policy and other recommendations, as appropriate. Utilizes geographic information systems (GIS), computer modeling and other technical tools, and works as part of GIS team.
• Prepares, presents to and communicates effectively with peers, Planning Commission, local governments and other stakeholders on planning issues in a manner that develops and maintains positive relationships and advances the understanding of the issues at hand.
• Represents the LVPC on various committees, at neighborhood organizations and community meetings, at public hearings, and before governmental bodies.
• Prepares and implements community engagement strategies, including development of innovative collaborative methods for the greatest collective community impact.
• Constructively reviews planning studies, reports, presentations and other products completed by consultants, communities and other staff members and provides guidance and mentorship to less experienced staff members.
• Evaluates program accomplishments against established goals and timetables, and makes recommendations based upon evaluation, concerning future plans.
• Other duties as assigned.

KNOWLEDGE, SKILLS + ABILITIES

Knowledge of:
• Principles of land use and long-range planning and regional comprehensive planning
• City, county, state and federal laws, codes and regulations pertaining to community planning
• Real estate markets, national and international trends
• Research techniques for land use trends and regulations
• Nomenclature, symbols, methods, practices, techniques, and computer software used in planning, drafting, mapping, and statistical analysis as applied to land use
• Principles of record keeping and records management.

Skills in:
• Active community engagement and building collaborations equitably
• Researching and analyzing the factors affecting community planning projects
• Organizing, evaluating, analyzing and presenting data and information
• Preparing reports and checking designs, details, estimates, plans, and specifications of planning projects
• Use and interpretation of national economic data sets for supplementing existing research to write clearly and concisely
• Analyzing planning issues, evaluating alternatives, and making logical recommendations based on findings
• Maintaining accurate and interrelated technical records.

Ability to:
• Assess and prioritize multiple tasks, projects and demands
• Communicate effectively in verbal written, and graphic forms
• Establish and maintain effective working relations with co-workers, elected and appointed officials, community groups and the public
• Understand and interpret land use regulations, comprehensive planning processes, community engagement and state and Federal laws.

QUALIFICATIONS
• Degree from an accredited four-year college or university in urban planning, architecture, environmental studies or closely related field. A Master's degree or equivalent experience is preferred but not required.
  o Three to five years of experience.
  o 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 two years of employment or when eligible to become certified per the AICP requirements.
• Demonstrable experience with Microsoft Teams, Office and Geographic Information Systems.
• Ability to use computers, tablets, smart phones, cameras, social media, plotters, scanners, printers, and copiers.
• Knowledge of fundamental planning issues and concepts, including basic planning and/or economic theory, urban design, subdivision, environmental issues, growth management, equity, community engagement, economic development, housing, and transportation.
• Excellent verbal, written and graphic communication skills.
• Refined organizational skills, including time-management abilities.
• 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 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
• $60,697 - $88,010 per annum; plus, excellent benefits, including but not limited to: paid time off, health, dental, and retirement.
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Lehigh Valley Chamber of Commerce, among other local, regional, state and national allied organizations and initiatives. Team members are encouraged to participate with partner entities.

**APPLY**

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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, Lehigh Valley Planning Commission, 961 Marcon Blvd, Suite 310, Allentown, PA 18109.
c. Work samples or links to work that demonstrate your capabilities.
d. Minimum of three (3) professional references with contact information.

**Position open until filled.** Review of applications and interviews will begin immediately.

**TEAM COMMITMENT**

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**FURTHER INFORMATION**

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SENIOR GEOGRAPHIC INFORMATION SYSTEMS PLANNER

The Lehigh Valley Planning Commission (LVPC) and Lehigh Valley Transportation Study (LVTS) is seeking an individual with Geographic Information Systems and City/County/Regional Planning skills and an interest in applying them to metropolitan planning efforts.

The Senior Geographic Information Systems Planner will have significant responsibilities in comprehensive, long-range planning, spatial analytics, and predictive modeling and leads these operations within the LVPC. This position works under limited supervision, as part of the LVPC Team to coordinate the region’s Geographic Information System (GIS), prepare maps and databases, conduct a variety of geospatial and economic analyses, develop predictive models and initiate, monitor and oversee planning projects. The LVPC’s philosophy is always to begin with fact-based optimism, making the Senior Geographic Information Systems Planner’s roll particularly important to the organization and Region. Reports to the Director of Transportation Planning and Data and collaborates, coordinates and facilitates discussions, projects and presentations.

CURRENT PROJECTS

The LVPC/LVTS 2022 work program is robust and includes the creation of the region’s first Climate Action Plan, the allocation of over $380 million in new federal and state infrastructure funding, finalization of four multi-municipal comprehensive plans creating a collaborative community vision and future for 32 municipalities in Northampton and Lehigh counties, implementation of a $54 million Riverside Drive combined road, trail, environmental management and equity project, mapping and development of community guidance on freight facility and industrial development, a new five-region Eastern Pennsylvania Freight Infrastructure Plan, and update of the region’s Access to Opportunity Equity Portal, among many other projects and initiatives designed protect and advance the public health, safety and welfare regionwide.

ESSENTIAL DUTIES + RESPONSIBILITIES

- Coordinate GIS data to support planning related projects.
- Develop standards and implement procedures for GIS creation and maintenance of maps and complex databases.
- Research data sources, digitize data and collect geospatial and attribute data.
- Consult with, coordinate and collaborate the LVPC Team, public officials, partners and the public to identify geospatial data needs and implement projects critical to the region.
- Work with other LVPC sections, outside agencies, and organizations to share, obtain, and incorporate planning related information into the regional GIS system.
- Identify, provide and analyze data, both spatially and in table format, for build out calculations, identification and analysis of constrained lands, community resource mapping, update zoning and land use.
- Analyze and summarize demographic, socio-economic and other data to support planning efforts.
- Display cartographic information to ensure validity, reliability and appropriateness.
• Perform complex analyses and develop models of data specific to project demands, interpret output and incorporate it into planning projects.
• Develop graphic representations of geospatial data, produce infographics, charts and other graphic information displays.
• Develop written reports of data consistent with geospatial analysis.
• Develop, maintain and update a variety of map resources and online map services.
• Participation in website development and maintenance to make cartographic, GIS and regional information and resources available to the public.
• Develop promotional and educational material as needed.
• Attend meetings and make public presentations.
• Represent the LVPC as an expert in geospatial analysis.
• Support work teams that participate in project planning.
• Prepare technical reports and contribute to plans as part of community, environmental, and transportation planning.
• Conduct field investigations for research, compile data and assess project conformity with plans.
• Act as liaison between the community and the Data Team within the LVPC.
• Update and coordinate planning projects with the Data Team and provide technical assistance to others.
• Remain current in latest cartographic and GIS technologies and professional planning skills.
• Prepare to and then build Regional Economic Modeling Inc (REMI), travel demand modeling and related technologies skills and utilize them to support the planning program as needed.
• Research new technologies and make recommendations to the Director of Transportation Planning and Data for software acquisition, implementation and advancement in the fields of GIS, cartography, spatial analytics, predictive modeling.
• Perform other duties as assigned.

KNOWLEDGE, SKILLS + ABILITIES

• Expertise in GIS principles, applications and database development.
• Expertise in ArcGIS, ArcGIS Extensions, ArcGIS Online, Spatial Analyst, Network Analyst and other extensions as applicable.
• Expertise in professional city, county and/or regional planning principles and practices.
• Knowledge of the use of GIS to manage, manipulate, model and represent data.
• Experience with researching and acquiring geospatial, census, demographic and other data.
• Understanding of principles, methods, and tools used to perform data analysis.
• Familiarity with Federal, State and local laws, codes, regulations and current issues in community planning.
• Trained in thematic cartography and geographic visualization.
• Knowledge of land surveying techniques.
• Knowledge of project management techniques.
• Knowledge and ability to promote safe work practices and ensure compliance with LVPC safety policies.
• Ability to efficiently coordinate multiple projects.
• Thorough experience researching, collecting, sorting, and manipulating data for database development.
• Capability to independently conduct research, write technical reports and incorporate analysis into planning documents and presentations.
• Skill in communicating clearly and concisely, orally, in writing and in graphic work.
• Articulate customer service skills.
• Desire and ability to learn new software and systems such as REMI, Cube 3.
Skill in establishing and maintaining effective working relationships with consultants, employees and the public.
Ambition to actively participate in and give back to the planning/GIS profession through the American Planning Association, Urban Land Institute, US Green Building Council, and/or other associated GIS professionals networks, etc.

QUALIFICATIONS

Degree from an accredited four-year college or university in urban planning, architecture, engineering, environmental studies, data science, geospatial science or closely related field. A Master's degree or equivalent experience is preferred but not required.
- Three to five years of experience.
- Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
American Institute of Certified Planners (AICP)/Geographic Information Systems Professional (GISP) is preferred or the ability to seek certification within two years of employment or as eligible per certification requirements.
Demonstrable experience with Microsoft Teams, Office Suite.
Demonstrable use of social media applications such as Twitter, Facebook, Instagram, etc.
Ability to use computers, tablets, smart devices, cameras, plotters, scanners, printers and copiers.
Knowledge of fundamental planning issues and concepts, including basic planning theory, urban design, subdivision, environmental issues, growth management, economic development, housing, and transportation.
Excellent verbal, written and graphic communication skills.
Refined organizational skills, including time-management abilities.
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 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.

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Senior Geographic Information Systems Planner
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