



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

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 for more information on the Lehigh Valley Planning Commission, our work program, products and services.