

## WE ARE HIRING!

# Associate or Senior Planner

## Environmental Management Program

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Full-time salaried position

### APPLICATIONS

**Application Deadline:** Open until filled (First review of applications will be on November 20th, 2023 at noon)

Interested applicants should submit an employment [application](#), cover letter, a resume, and one writing sample to:

Leann Buboltz

Administrative Coordinator

[lbuboltz@ecwrpc.org](mailto:lbuboltz@ecwrpc.org)

Subject Line: Senior Planner Position

***A confirmation email will be sent upon receipt of application materials.***

### SUMMARY

The East Central Wisconsin Regional Planning Commission (ECWRPC) is looking for an energetic and dynamic professional to join its Environmental Management Program. The Associate or Senior Planner (depending on experience and qualifications) will be responsible for leading and managing the Water Quality Management Program (also known as the Sewer Service Area Program), which includes working with the staff from the Wisconsin Department of Natural Resources and community stakeholders throughout the region.

### BACKGROUND

ECWRPC is an advisory planning agency currently serving ten counties in Northeastern Wisconsin, seven of which are members of the Commission. The Commission focuses on four core program areas which include Regional Comprehensive Planning, Economic Development Planning, Transportation Planning, and Water Quality Management.

### ANNUAL SALARY

The position is full-time at 37.5 hours/week and offers a starting annual salary in the range of **\$52,544 – \$68,307/year** for an Associate Planner or **\$61,589 - \$83,326/year** for a Senior Planner (depending on experience and qualifications), plus full benefits, including health insurance, flexible scheduling, paid time off, and participation in the Wisconsin Retirement System.

### KEY RESPONSIBILITIES

- Collaborates with the Wisconsin Department of Natural Resources staff, sanitary district staff and local municipal and county staff on implementation of the Water Quality Management program.

- Leads and manages the Water Quality Management program including but not limited to, the writing and the development of Sewer Service Area (SSA) Plans, processing 208 Conformance Reviews, SSA amendments, and related activities.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development project complies with approved plans.
- Reviews, interprets and understands engineering documents including but not limited to site plans, plats, and other technical documents.
- Works with the Executive Director and the Deputy Director to develop the Water Quality Management section of the Commission's annual work program, budget, and annual contract, as well as local contracts as assigned.
- Works with Geographic Information Systems (GIS) staff to map, visualize, and analyze data.
- Conducts research and prepares statistical reports on land use, physical, social & economic issues.
- Generates a positive image for the Commission by communicating with staff, commissioners, and external stakeholders in a timely and efficient manner.
- Cross-trained to provide support to the Senior Planner who administers the NR-135 Non-metallic Mining Reclamation Program.
- Works with local communities on the writing and development of their Comprehensive Plans and other planning programs within the Commission, as assigned.

## **QUALIFICATIONS**

- Bachelor's OR Master's degree in Urban and Regional Planning, Community Planning, Geography, Natural or Water Resources, Environmental Science or a closely related field from an accredited college or university, with 2 – 4 years of experience preferred.
- Planning experience with a planning agency, city, county or other municipality preferred.
- Advanced knowledge of the philosophies, principles practices & techniques of planning including a specialization in environmental planning and comprehensive planning.
- Knowledge of pertinent federal, state, and local laws; codes; and regulations including recent changes.
- Skilled in the use of project management techniques. Ability to manage projects effectively and meet firm deadlines. Ability to develop professional working relationships at various levels and resolve or de-escalate complaints.
- Ability to exercise interpersonal skills including tact, diplomacy, patience, respect, courtesy and discretion in work, including balancing confidential matters and transparency.
- Advanced level of proficiency and previous experience in a variety of computer software applications especially web browsers, MS Word, Excel and PowerPoint.
- Experience with ArcPro and GIS applications a plus.

*East Central Wisconsin Regional Planning Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. More information about East Central can be found at [www.ecwrpc.org](http://www.ecwrpc.org)*