



SENIOR COMMUNITY & REGIONAL PLANNER

The Lehigh Valley Planning Commission (LVPC) and Lehigh Valley Transportation Study (LVTS) are seeking a skilled and experienced planner to join our team as a **Senior Community & Regional Planner**. This position plays a key role in delivering regional, countywide, and municipal-level planning services across the Lehigh Valley. The Senior Planner will contribute to comprehensive and subarea planning initiatives, often addressing complex and politically sensitive issues, and will be an integral member of the team responsible for subdivision, land development, community ordinances, and plan reviews. Additionally, the Senior Planner serves as a trusted advisor to the Chief Community and Regional Planner and may represent the Chief Planner as needed. The Community Planning Section leads the bi-county implementation of *FutureLV: The Regional Comprehensive Plan*, the housing supply and attainability strategy, coordinates and supports multi-municipal and local comprehensive planning efforts, analyzes community ordinances, reviews development proposals, and spearheads special projects and cross-departmental policy initiatives in support of the LVPC's mission.

The LVPC/LVTS fosters a highly collaborative environment, both internally and with external partners. Team members serve as trusted community consultants, offering direct guidance to LVPC leadership, other internal teams, boards and commissions, and the public. Strong communication skills are essential, as planners regularly engage with complex, multifaceted challenges that demand creative, forward-thinking solutions. The LVPC team is entrepreneurial, innovative, cross-disciplinary, and deeply motivated to meet the evolving needs of the region. Our planners are passionate about the connections between people, places, and planning—and are driven by the opportunity to shape vibrant, resilient communities.

CURRENT PROJECTS

The LVPC/LVTS 2025 work program is robust and includes the creation and implementation of the Lehigh Valley Housing Supply and Attainability Strategy, launching the update of *FutureLV: The Regional Plan*, mapping and development of community guidance on freight facility and industrial development, establishing an electronic submission and review system for the organization, zoning and implementation support for four multi-municipal comprehensive plans creating a collaborative community vision and future for 62 municipalities in Northampton and Lehigh counties, the allocation of over \$380 million in new federal and state infrastructure funding, among many other projects and initiatives designed to protect and advance the public health, safety and welfare regionwide.

ESSENTIAL DUTIES + RESPONSIBILITIES

- Advises the Chief Community and Regional Planner on section projects, reviews, and related planning initiatives.
- Stands in for the Chief Community and Regional Planner as needed.
- Acts as project manager for assigned reports, projects and plans, overseeing research, development, execution and delivery.

- Carries out planning projects involving complex technical analysis and policy development for a broad spectrum of interested parties, including writing minimum best practice and community guidance documents.
- Plans, develops and executes work programs for projects that have a high level of impact on the organization and the region.
- 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.
- 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.
- Prepares and presents clear, data-informed reports and planning recommendations to peers, the Planning Commission, local governments, and other stakeholders 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.
- Monitors and ensures compliance with local, state and federal laws.
- Develops and supports training and technical assistance to local governments and the community.
- Evaluates operations, prepares status reports, and recommends improvements or modifications to enhance performance and outcomes.
- 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
- Existing and emerging land uses, 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 fostering consensus through collaboration
- Researching and analyzing 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 and trends, 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 + MINIMUM REQUIREMENTS

- A degree from an accredited four-year college or university in community, city and/or regional planning is required. A master's degree or equivalent experience is preferred but not required.
- Three to five years of experience or more is required.
- 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 365 applications, including Teams.
- 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

Grade 9 - \$68,894– \$99,896 per annum; excellent benefits.

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. 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, 615 Waterfront Drive, Suite 201, Allentown, PA 18102.
- 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

The Lehigh Valley Planning Commission 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.

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.

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

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