

## **REGIONAL PLANNER I – BROWNFIELDS**

### **Immediate Vacancy: Full-time “Regional Planner I – Brownfields” at the Naugatuck Valley Council of Governments**

#### Naugatuck Valley Council of Governments

The Naugatuck Valley Council of Governments (NVCOG) is a regional planning agency serving nineteen cities and towns in west-central Connecticut. It is the Metropolitan Planning Organization (MPO) for the Central Naugatuck Valley region. NVCOG provides professional assistance to member towns, including transportation planning and design, land-use planning, environmental planning, and municipal shared services.

NVCOG works with municipal members, non-profits, and private parties to assess, remediate, and redevelop sites challenged by existing environmental conditions. Municipalities across Connecticut can access NVCOG’s brownfields programs through the Regional Brownfields Partnership, currently an association of twenty-seven (27) eligible municipalities.

#### Job description

NVCOG is seeking a full-time Regional Planner to focus on environmental and brownfield issues. The employee will work directly with the NVCOG environmental team and NVCOG and Regional Brownfield Partnership member towns on environmental issues and will oversee day to day operations of the Brownfields Program.

Responsibilities will include:

- Management of the regional brownfields inventory
- Analysis of environmental, demographic and program data
- Authoring reports and planning documents
- Grant writing & grants administration
- Preparation of quarterly reports to EPA, DECD, DEEP and other funders
- Contractor procurement, oversight and management of contracted Licensed Environmental Professionals (LEP), Management of Municipal Assessment Sites
  - Preparation of Requests for Qualifications (RFQ) and Requests for Proposals (RFP)
  - Review of project proposals and bids
  - Review and process invoicing for environmental contractors
- Administrative support for committees and work groups
  - Prepare meeting agenda and meeting minutes
  - Manage contact lists
  - Convene and oversee steering committees or project work groups
- Participation in regular phone calls and meetings with partners including but not limited to municipal staff, Chief Elected Officials, environmental contractors, state regulators and projects officers.
- Review and implement program fundamentals including: State and Federal reporting requirements, ensuring contractor compliance with brownfield program procedures as outlined in the U.S. EPA PREPARED Workbook, track and respond to Connecticut Department of Economic and Community Development (CT DECD) grant solicitations, track and respond to U.S. EPA grant solicitations

### Minimum Qualifications

The candidate will have an interest in developing practical skills to manage and effectively implement state and federal funding at the regional and local levels. Minimum qualifications include:

- A Bachelor's degree in a related field of study (Planning, Environment, Natural Resources, Public Administration, or related)
- Ability to write compelling narratives
- Ability to communicate clearly via email, in person, and over the phone
- Ability to read and understand technical and regulatory documents
- Commitment to learning the regulatory and political frameworks within which publicly funded projects are identified, secured, and completed

The ideal candidate will also demonstrate:

- Coursework or professional experience related to environmental science, policy, and/or planning, civil or environmental engineering, or economic and community development
- Demonstrated interest in public administration
- Experience with grant writing
- Experience with project management including consultant procurement and oversight
- Ability to coordinate within and across multiple groups of people
- An understanding of State and Federal environmental regulations

Salary: \$45,000-to-\$55,000 range or commensurate with experience

Benefits: Fully paid family medical, retirement & insurance