



Environmental Planner I or II Position Description

Position Summary

Under general direction of the GWRC Executive Director or their designate, the Environmental Planner serves as project leader for environmental and/or planning programs, projects, or studies. Program responsibilities include Chesapeake Bay Watershed Implementation Plan Development and Management, Coastal Zone Management, Hazard Mitigation Planning and Development, and other environmental planning.

The George Washington Regional Commission (GWRC) is the designated planning district commission for Virginia Planning District 16, which includes the counties of Caroline, King George, Spotsylvania, and Stafford and the City of Fredericksburg. In this capacity, GWRC and its sister boards, including the Fredericksburg Area Metropolitan Planning Organization (FAMPO), the Fredericksburg Regional Continuum of Care (CoC), and GO Virginia Region 6, lead regional efforts that address “problems of greater than local significance”.

Principal Duties and Responsibilities

- Oversees GWRC’s environmental programs, including the local Chesapeake Bay Watershed Implementation Plan and Coastal Zone Management implementation and participation.
- Builds relationships and facilitates partnerships with and among local government, state government, and community partners.
- Coordinates, develops, and submits applications for funding on behalf of the GWRC or local governments.
- Coordinates general committee/working group meetings and trainings to include agendas, meeting content, and minutes
- Assists committees and groups in formulating policy statements and implementing programs.
- Leads and personally performs specialized and technical planning tasks and coordinates, organizes, and implements plans and programs for effective utilization of environmental best management practices.
- Leads multi-disciplinary professional and non-professional staff in conducting a variety of planning activities and studies, defining parameters of projects, and evaluating and prioritizing environmental program plans.
- Collects and analyzes sociological, economic, demographic, and physical site data that affect land use and environmental issues.
- Reviews and prepares charts, maps and other graphic materials using planning instruments.
- May act as group lead/member on committees/special task forces.
- Develops project budgets, verifies contract expenditures and compliance, and submits remittances.
- Monitors projects for compliance with funding requirements and community-wide policies and procedures.
- Performs regular project and program performance evaluation.
- Prepares and submits required data and reports.
- Prepares records on the status of assigned projects.
- Writes clear, concise, and effective reports, communicating information to the public, government officials, agencies, and staff.
- Makes public presentations to the GWRC board, elected boards, citizen planning groups, environmental groups Planning Commission, and other policy-making bodies.
- Performs other duties as assigned.

In addition to the general essential functions listed above:

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- Provides technical expertise in the fields of watershed planning, water quality, hazard mitigation, coastal zone management and wetland conservation and restoration.
- May prepare manuals, handbooks, and plans that address stormwater management, water quality, and wetland issues.
- Collaborates with local governments, industry, non-profits and other interest groups

Knowledge, Skills and Abilities

Knowledge of (General):

- Land use/environmental principles in the areas of capital facilities, environmental analysis, growth management and land use regulation
- Theories and principles of urban and regional planning
- Environmental issues relating to one or more of the following: biology, geography, ecology, air quality and noise, water quality and resources, land use planning, energy, environmental management, and agriculture
- Research practices applicable to data collection and analysis
- Mapping techniques and graphic design
- Oral and written presentation techniques
- Legal basis for land development and environmental regulatory activities

Skills and Abilities to:

- Integrate various planning disciplines necessary for complex project development
- Lead the work of other professional staff
- Compile, organize, analyze and interpret data
- Read, understand, and interpret maps including land use, topographic, population distribution, and physical and natural features
- Summarize technical information relevant to environmental issues
- Identify and evaluate environmental resources
- Read and interpret rules, regulations, policies and ordinances
- Prepare reports and correspondence
- Use planning instruments and computer mapping tools
- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
- Treat employees, representatives of outside agencies and members of the public with courtesy and respect
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Provides responsive, high-quality service to staff, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner

Qualifications

- Planner I - any combination of education and experience equivalent to a Bachelor's Degree in urban/regional planning, landscape architecture, geography, environmental sciences, engineering, or related field with 1 year of associated experience or Master's Degree in urban/regional planning, landscape architecture, geography, environmental sciences, engineering, or related field;
- Planner II - any combination of education and experience equivalent to a Bachelor's Degree in urban/regional planning, landscape architecture, geography, environmental sciences, engineering, or related field with 4 years of associated experience or Master's Degree in urban/regional planning, landscape architecture, geography, environmental sciences, engineering, or related field with 2 years of associated experience;
- Appropriate level of experience and demonstrated ability of:
 - Excellent organization and project management skills

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- Ability to work on several projects or issues simultaneously
- Ability to maintain effective relationships with co-workers and partner organizations
- Ability to work as a member of a team but also independently, with minimum supervision
- Ability to develop creative solutions to problems
- Ability to plan and conduct meetings and training sessions
- Strong analytical, writing, and communication skills
- Knowledge of database management
- Ability to collect, analyze and interpret data
- Computer proficiency and experience with Microsoft Office and online meeting software

Compensation: \$54,863-\$60,349 for Planner I; \$59,252-\$65,177 for Planner II; Excellent benefits, including health insurance (medical, dental, vision and prescription), retirement through the Virginia Retirement System (VRS), life insurance, short- and long-term disability insurance, and more.

Full-Time Position - 40 hours per week – FLSA Exempt Position