



Job Announcement
Senior Planner
An Equal Opportunity/Affirmative Action Employer
<https://metro council.org>

SALARY

Salary: See Position Description

OPENING DATE: 01/18/19

CLOSING DATE: 02/22/19 11:59 PM

LOCATION: 390 Robert St. N., St. Paul MN 55101

WHO WE ARE:

We are the Metropolitan Council, the regional government for the seven-county Twin Cities metropolitan area. We plan 30 years ahead for the future of the metropolitan area and provide regional transportation, wastewater, and housing services. [More information about us on our website.](#)

The Community Development Division is responsible for the Council's regional growth strategy, planning and technical assistance to local communities, and parks and open space. This division also includes the Metropolitan Housing and Redevelopment Authority (Metro HRA) and the Livable Communities Program.

Local Planning Assistance leads the Council's implementation of the Metropolitan Land Planning Act and its metropolitan development guide and policy plans. This work unit implements the Act through the Sector Representative Program and review of comprehensive plans, amendments to those plans, and environmental reviews, which deal with an array of land use, transportation, housing, parks, and other issues. This unit also provides planning technical assistance to Metropolitan Council Members and to communities in the local implementation of regional policies.

We are committed to hiring and supporting a diverse workforce that reflects the communities we serve.

The Metropolitan Council is seeking a full time **Senior Planner** for our Community Development Division.

How your work would contribute to our organization and the Twin Cities Region:

The Senior Planner will be responsible for supporting the department's responsibility for the preparation and maintenance of the regional development guide (*Thrive MSP 2040*), and Regional Systems and Policy Plans, which includes review of local comprehensive plan amendments, environmental reviews, watershed district plans, housing reviews, and other planning types of reviews. The Senior Planner serves as a Sector

Representative, providing planning technical assistance to Metropolitan Council Members and to local governments. This Senior Planner will assist in the development of resources and technical assistance related to implementation of local comprehensive plans. This Senior Planner will also assist in the development of land use policies during the development of the next regional development guide.

Starting Annual Salary Range: \$71,718 - \$79,352

Full Annual Salary Range: \$71,718 - \$101,754

You can learn more about all of the divisions that make up the Metropolitan Council and how the Council serves the Twin Cities region here: <https://metro council.org/About-Us/The-Council-Who-We-Are.aspx>.

WHAT YOU WOULD DO IN THIS JOB:

- Provide liaison and technical assistance to local units of government to include:
 - Coordinating meetings, presentations, and dissemination of Council policies
 - Serving as a conduit of information to the Council on issues and opportunities in the region from a local government perspective
 - Providing technical assistance to local units of government to enable them to implement their comprehensive plans to further Council goals
 - Coordinating internal staff from other divisions to provide assistance to local units of government
- Coordinate reviews of local comprehensive plan amendments, environmental reviews, and other reviews:
 - Apply Council policies to specific situations and identify issues
 - Obtain and coordinate review comments from related program areas
 - Establish cooperative relationships with personnel from other technical work areas, across all divisions of the Council
 - Meet with principals to the reviews (such as local government officials and staff, developers, citizens, Council Members) to share points-of-view, identify problems, and resolve differences
 - Prepare staff reports and present recommendations to the Council and its committees as necessary
 - Assign work and provide supervision for other division staff members as needed or assigned
 - Analyze policy impacts, negotiate resolution of conflicts, and recommend action by the Council and its committees
- Develop technical assistance resources for local governments in cooperation with team members to support local government comprehensive planning on a variety of topics
- Communicate daily with local staff, officials, developers, federal and state agencies, and the general public regarding specific reviews issues and Council policies
- Represent the Council on a continuing basis in dealings with officials of other organizations whose decisions and activities have important implications for the program and the Council
- Prepare plans; relate plans to goals and policies and analyze possible conflicts or contradictions; prepare graphic material and prepare summary reports
- Develop scopes of work for various levels of plans, projects, and guidance documents and manage assigned projects
- May oversee the work of sub-professional planning staff, technicians, and student interns on project basis

WHAT EDUCATION AND EXPERIENCE ARE REQUIRED FOR THIS JOB (MINIMUM QUALIFICATIONS)

To be considered for this position you **must meet one** of the required qualifications under education and years of experience.

- A Bachelor's degree in City, Urban, or Environmental Planning, or a related field **AND** four (4) years of planning related experience. At least two (2) of the four years of experience must be in development review and permitting, ordinance writing, planning implementation, or long-range planning for a small town, rural geography, or suburban city. Demonstrated experience in effectively interpreting and communicating complex or technical information to lay audiences.

OR

- Master's degree in Urban and Regional Planning or similar Master's program **AND** two (2) years of planning related experience. The two years of experience must be in development review and permitting, ordinance writing, planning implementation, or long-range planning for a small town, rural geography, or suburban city. Demonstrated experience in effectively interpreting and communicating complex or technical information to lay audiences.

In addition to meeting one of the above education and experience. The following are highly desired:

What additional skills and experience would be helpful in this job (Desired qualifications):

- A Master's Degree in Urban and Regional Planning or similar Master's program.
- Five or more years of planning related experience
- Experience working with a range of suburban, small town, and rural communities on issues like, but not limited to, annexations or agriculture policies
- Implementation of local comprehensive plans, small area plans, neighborhood plans, or other implementation initiatives
- Planning and/or life experiences related to residing and/or working in rural or small-town areas
- Racial and social equity experience or training
- Demonstrated experience in successfully leading/managing projects, coordinating the work of the project team, and completing deliverables within allotted timeframes
- Experience with the range of planning issues affecting a small town or rural environment, such as managing agricultural landscapes, natural resources issues, small town revitalization, or other issues
- Experience using Geographic Information System (GIS) to perform geographic analysis
- American Institute of Certified Planners (AICP) certification

What knowledge, skills and abilities you should have within the first six months on the job:

- Extensive knowledge of policy analysis and planning principles, methods, and theory
- Basic knowledge of the governmental environment in which the Council works, as it applies to the policy area of the position
- Knowledge of the Twin Cities Metropolitan Area and the regional planning role that the Metropolitan Council plays in relationship to local governments.
- Extensive knowledge of Council policies, practices, and operational procedures
- Advanced skills in MS Word and Excel, ability to perform technical analysis using spreadsheet and database programs
- Ability to communicate effectively, orally and in writing, to internal and external stakeholders
- Ability to exercise sound professional judgment and consistently and effectively apply the policy guidelines of the Council
- Ability to establish and maintain effective working relationships with all relevant Council stakeholders

- Ability to analyze, interpret, and apply Council policy effectively in the policy analysis or development process
- Ability to lead a team of staff professionals to accomplish an assigned project

ADDITIONAL INFORMATION:

Union/Grade: AFSCME/ Grade H

FLSA Status: Exempt

Safety Sensitive: No

Full Salary Range: \$ 71,718 - \$101,754

Hiring Range: \$71,718 -79,352

What your work environment would be:

Work is performed in a standard office setting. Occasional travel between primary Council work sites in the Twin Cities Metro area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

What steps the recruitment process involves:

- Minimum Qualifications Review
- Education and Experience Review & Rating
- Oral Exam (structured panel interviews)
- Selection Interview / Final Interview

Candidates will be notified of their application status through email only.

If you are new to the Metropolitan Council, you must pass a drug test (safety sensitive positions only) and a background check, which verifies education and employment, covers driving record (if applicable to the job) and any criminal record. If you have a criminal conviction, you do not automatically fail. The Metropolitan Council considers felony, gross misdemeanor and misdemeanor convictions on a case-by-case basis, based on whether they are related to the job and whether the candidate has demonstrated adequate rehabilitation.

If you are already an employee of the Metropolitan Council, you must pass a drug test (if moving from a non-safety sensitive position to a safety sensitive position) and criminal background check if the job you're applying for is safety sensitive, is a supervisory or management job, is in the Finance, Information Services or Human Resources departments, or has access to financial records, files/databases, cash, vouchers or transit fare cards.

IMPORTANT: If you make a false statement or withhold information, you may be barred from job consideration.

The Metropolitan Council is an Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individuals with Disabilities. If you have a disability that requires accommodation during the selection process, please call Human Resources at 651.602.1398

Senior Planner Supplemental Questionnaire

- * 1. Instructions: The purpose of the supplemental questions listed below is to further evaluate your education and experience to determine your eligibility for this job classification. Answer each question accurately and thoroughly. Do not type "See Resume." The experience you indicate in your responses to the supplemental questions must also be described, in detail, on the Work Experience section of this application. If you cite experience in your response that is not included on the Work History section of this application, your application may be considered incomplete and you may not receive further consideration for this position. I have read and understand the above instructions regarding supplemental questions.
- Yes
 No
- * 2. Please select your education and experience level.
- A Master's degree in Urban and Regional Planning or similar Master's program
 A Bachelor's degree in City, Urban, or Environmental Planning, or a related field
 Some education in City, Urban, or Environmental Planning, or a related field
 None of the above.
- * 3. Please select the number of years and type of experience that most closely matches your own experience.
- Less than two (2) years of planning related experience.
 Two (2) years of planning related experience.
 Four (4) years of planning related experience.
 Five (5) years of planning related experience.
 More than six (6) years of planning related experience.
- * 4. Please check the options that reflect your experience below (select all that apply).
- Two or more years of experience in development review and permitting, ordinance writing, planning implementation, or long-range planning for a small town or suburban city.
 Demonstrated experience in effectively interpreting and communicating complex or technical information to lay audiences.
 Experience working with a range of suburban, small town, and rural communities on issues like, but not limited to, annexations or agriculture policies.
 Implementation of local comprehensive plans, small area plans, neighborhood plans, or other implementation initiatives.
 Planning and/or life experiences related to residing and/or working in rural or small town areas.
 Racial or social equity experience or training
 Demonstrated experience in successfully leading/managing projects, coordinating the work of the project team, and completing deliverables within allotted timeframes.
 Experience with the range of planning issues affecting a small town or rural environment, such as managing agricultural landscapes, natural resources issues, small town revitalization, or other issues.
 Experience using Geographic Information System (GIS) to perform geographic analysis.
 American Institute of Certified Planners (AICP) certification.
- * 5. Please indicate how many years of planning related experience you have, along with any experience working with a range of suburban, small town, and rural communities. Describe that experience including your level of responsibility, duties performed, where the experience took place, and for how long, and key accomplishments. If you do not have this experience, please indicate "N/A."
- * 6. Please describe your experience in communicating with and reporting to decision-making bodies, the types of boards or commissions, the frequency and number of years of experience, and your communications approach. If you do not have this experience, please indicate "N/A."

- * 7. Please describe your experience in successfully leading/managing projects, coordinating the work of the project team, and completing deliverables within allotted time frames. Describe your role and level of responsibility, the types of project(s), how you organized your time, how you assigned tasks, and how you ensured the completion of the work. If you do not have this experience, please indicate "N/A."
 - * 8. Please describe your experience with the range of planning issues affecting a small town or rural environment, such as managing agricultural landscapes, natural resources issues, small town revitalization, or other issues. Please describe that experience including duties performed, where the experience took place and for how long. If you do not have this experience, please indicate "N/A."
 - * 9. Please describe your experience using Geographic Information System (GIS) to perform geographic analysis, examples of projects that you have completed, your role in the analysis, and the application of that analysis to planning work or activities. If you do not have this experience, please indicate "N/A."
 - * 10. Please describe your professional or personal experience related to living and/or working in a small town or rural geography (<5,000 population). What did you learn from that experience that can be applied to the requirements of this position to serve as a liaison between the Council and communities throughout the region? If you do not have this experience, please indicate "N/A."
 - * 11. Please describe your experience working to implement local comprehensive plans, small area plans, neighborhood plans, or other implementation initiatives. If you do not have this experience, please indicate "N/A."
 - * 12. At the Metropolitan Council, the employees in the Community Development Division actively work to advance equity as part of our planning for and service to the region and as co-workers within the Division. We value integration of equity in our work processes and equitable outcomes throughout the region. Describe how you have advanced equity within your work and/or within your personal experiences. Provide an example of how you have integrated equity into a work product or process that resulted in a more equitable outcome.
- * Required Question