



Job Description

Job Title:	Senior Planner
Reports to:	Assigned Director
FLSA Job Status:	Exempt (Salary)
Classification:	Full-time
Date Prepared:	March 2026

Job Summary. The Senior Planner will be responsible for leading our planning program, supporting our public engagement, transit, and transportation planning at Region 1 Planning Council (R1). Key duties of this position include leading projects, mentor planners, conducting various planning studies and project development activities, coordinating with internal R1 staff and external partner agencies, and assist in development and maintenance of the MPO transportation programs, economic development, and sustainability planning documents. This position provides general support to the MPO Director and Executive Director.

Illustrative Essential Duties. The duties listed below are intended to describe the general nature and level of work of this position. The list is not exhaustive or restrictive, and other duties may be assigned.

Essential Functions

- Directs the development, maintenance, and implementation of regional transportation, housing, economic development, and sustainability plans and programs, as well as other specialized planning studies.
- Prepares grant applications and reports to federal and state agencies for planning projects and programs.
- Strong experience in transportation planning including project and program management, consultant management, and project scope of work development.
- In coordination with local community development planning departments, develops updates to comprehensive plans, transportation plans, and sub-area corridor studies.
- Coordinate with applicable State and local entities to further linkages between regional planning goals and goals of comprehensive housing affordability strategies established within the metropolitan planning area.
- Recommends strategies to reduce urban sprawl and maintain prime agricultural farmland zones, reviews existing land use plans for consistency and recommends changes where appropriate.
- Assists in the development of current and long-term transportation plan, sustainability, and housing goals.
- Participates on cross-collaborative teams in conceptual planning on corridor, urban design, and redevelopment studies.
- Strong understanding and passion for sustainable transportation principles.
- Identify locations of existing and planned housing and employment, and transportation options that connect housing and employment within the region.



- Conducts technical review of planning documents produced by R1 to ensure quality;
- Maintain and prepare reports, records, and documentation necessary for conformance with applicable State and Federal guidelines and regulations.
- Coordinate planning activities with state and federal agencies and with local governments.
- Represent R1 throughout the region to assist local governments and R1 member agencies as needed and provide technical expertise on planning issues to the public and partner agencies.

Board and Committee Responsibilities

- Assists with Council and Committee schedules, meeting materials, meeting space, and may provide administrative support
- Based on project assignments, serves as staff support interacting with governing board, policy committees, and advisory committees.
- Assists with Council and Committee schedules, meeting materials, meeting space, and may provide administrative support.
- Ensures board and operational compliance with the Open Meetings Act (OMA) and Freedom of Information Act (FOIA).

Research

- Analyzes development trends and researches balanced transportation development opportunities.
- Investigates potential project funding, planning funding, and prepare fiscal reporting documents to assist in the implementation of regional and local land use, housing, and sustainability goals.
- Researches, analyzes and recommends green community and smart cities initiatives.
- Provides research, writing, and support for plans, reports, studies, and applications.
- Implements quantitative and qualitative research methodology.

Grant Services

- Contributes to writing narratives used to obtain grants funding.
- Identifies partnership opportunities and alternate sources of funding.
- Ensures the fulfillment of grant and other funding-source-required deliverables.
- Coordinates grant and other funding-source compliance, involving partner organizations, if applicable.

Other

- Participates in or leads internal and external special projects.
- Attends meetings, conferences, and workshops as needed to maintain and develop knowledge applicable to areas of responsibility.
- Performs other duties as assigned.

Supervision Received. Work is performed under the general supervision of the assigned Director.



Supervision Exercised. Directly supervises employees and provides leadership, mentoring, work assignments, evaluation, training recommendations, and guidance to others.

Education, Training, Experience

- Graduation from an accredited institution with a Master’s degree in urban planning, political science, public administration, economics, or a related field. A satisfactory equivalent combination of a Bachelor’s degree, experience, and training, which ensures the ability to perform the work, may be considered.
- A minimum of five (5) years of progressive responsibilities and experience with regional planning or project management is preferred.
- American Institute of Certified Planners (AICP) is preferred but not required.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

Annual completion of Open Meetings Act and Freedom of Information Act training required.

Job Specific Skills.

- Excellent interpersonal and superior written communication skills.
- Ability to prepare and present reports and presentations.
- Group facilitation skills for use with community workshops.
- Ability to work on several projects or issues simultaneously.
- Ability to manage projects effectively and meet deadlines.
- Skill in the use and care of a personal computer, including knowledge of MS Office Suite, ArcGIS, Adobe software products (Acrobat) and other software and technologies as adopted.
- Ability to understand and perform in high-profile, sensitive, or controversial situations.
- Organization and management of complex projects.
- Strong listening and problem-solving skills.

Working Conditions and Special Demands. Work is performed primarily in an office setting, although work activities may require attending meetings that involve occasional travel. The physical demands described are representative of those required to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Necessary Special Requirements

- Possession of a valid driver’s license
- Insured, personal vehicle for business use; business-related mileage reimbursement available
- Drug screening and background check

Region 1 Planning Council is an equal opportunity employer.