



CHIEF ENVIRONMENTAL PLANNER

The Chief Environmental Planner plays a key leadership and coordination role within the Lehigh Valley Planning Commission's Environmental Planning Section. Working closely with and on behalf of the Director of Environmental Planning, this position helps deliver the Commission's environmental programs and priorities. The Chief Environmental Planner serves as a primary liaison to Lehigh and Northampton counties, municipalities, partner organizations, and the public, effectively communicating environmental goals and advancing the LVPC mission.

The Environmental Planning Section's portfolio includes Natural Resources Parks, Recreation, Trails, Open Space and Farmland Protection, Climate Action, Air and Water Quality, Sewer, Solid Waste, and Stormwater Management Review and Planning, Geology, Soils and Source Water Protection, Hazard Mitigation, and Natural Asset Management.

Positioned between the Director and the Senior Environmental Planner, the Chief Environmental Planner provides advanced technical, project coordination, and team support functions. This role contributes to planning, evaluation, and program implementation while helping maintain effective team operations under the general direction of the Director.

ESSENTIAL DUTIES + RESPONSIBILITIES

- Advise and support the Director of Environmental Planning on section projects, plans, reviews, and related matters; serve as acting lead when delegated.
- Collaborate with the Director in developing and monitoring the section work program, coordinating internally and externally to align staff and resources with organizational priorities.
- Support day-to-day environmental planning team operations by helping to organize assignments, track progress, and monitor workload distribution.
- Develop and coordinate the environmental elements of the regional plan, including climate action, natural resource protection, parks and recreation planning, trail gap analysis, hazard mitigation, open space preservation, and farmland protection.
- Coordinate and contribute to the review process for land development, subdivision, stormwater management, solid waste, sewer, and water planning.
- Oversee and contribute to the preparation of technical studies and policy recommendations related to stormwater management, hazard mitigation, groundwater/surface water protection, natural areas, trails, agricultural preservation, and climate adaptation.
- Work collaboratively with the Transportation Section on air quality, trails-as-transportation, and green infrastructure programming and other environmental transportation initiatives.
- Lead coordination of regional environmental policy implementation programs, working with administration to advance sustainable, long-term environmental initiatives.
- Work collaboratively with the Community and Regional Planning team to advance regional growth management strategies
- Work collaboratively with the Data and Research Section to ensure that natural assets, farmland and open space, parks and recreation areas, steep slopes, threatened and endangered species habitats, flood plains and other environmentally sensitive areas are recorded, analyzed and mapped
- Help maintain project tracking systems, ensuring timelines, milestones, and reporting requirements are met.

- Contribute to quality assurance efforts by reviewing work products for completeness, consistency, and accuracy.
- Participate in reviewing teamwork products and performance, offering feedback and practicing mentoring and coaching skills under the Director's guidance.
- Help onboard new team members by providing orientation to workflows, procedures, and tools.
- Foster a collaborative team environment by supporting communication, problem-solving, and knowledge sharing.
- Advise county, state, and federal officials, as well as community stakeholders, on environmental planning matters.
- Represent LVPC at meetings, public hearings, and before governmental bodies, communicating technical and policy information clearly and effectively.
- Collaborate with LVPC teams to promote regional planning services and identify new opportunities for partnership.
- Understand and interpret mapping, models, and analytical tools supporting the organizational work program, assisting colleagues in their application to planning projects.
- Contribute to the development and refinement of data-driven processes that support planning, evaluation, and reporting.
- Evaluate program accomplishments against established goals and timelines and provide recommendations for future plans and process improvements.

KNOWLEDGE, SKILLS + ABILITIES

- Knowledge of environmental planning principles, regional planning processes, and applicable laws, regulations, and technical tools, including GIS, models, and analytical methods.
- Familiarity with water and stormwater management concepts sufficient to support reviews and coordination with section engineers.
- Skill in organizing and managing multiple projects, coordinating workloads, and supporting team operations in a mid-management role.
- Ability to prepare, interpret, and apply technical planning studies, policies, and code regulations.
- Skill in contract support, data management, and maintaining accurate records and work tracking systems.
- Strong analytical, organizational, problem solving, and critical thinking skills to support sound decision making.
- Ability to write clear, concise reports and communications and to present information effectively in public and professional settings.
- Ability to collaborate across teams and disciplines, build consensus, and maintain productive working relationships with colleagues, officials, engineers, partners, and the public.
- Ability to provide constructive feedback, support mentoring of junior staff, and contribute to a positive and collaborative team culture.
- Ability to represent the organization at meetings, hearings, and events and to engage with the community and professional networks.
- Ability to exercise sound judgment, maintain professionalism and integrity, and demonstrate commitment to the mission of the LVPC.

QUALIFICATIONS + MINIMUM REQUIREMENTS

- Master's degree in City, Regional, Environmental Planning, Environmental Engineering, Environmental Science, or equivalent experience.

- Eight or more years of progressively responsible related experience, including supervisory or team lead responsibilities.
- AICP certification, PE license, or related professional credential required or obtained within one year of employment.
- Proficiency in Microsoft Office Suite and technical planning tools.
- Excellent written and verbal communication skills.
- Demonstrated ability to work within a collaborative, diverse team environment.
- Availability for some early morning, evening, and weekend meetings.
- Possession of or ability to obtain a Pennsylvania driver's license.

OTHER REQUIREMENTS

This position is an in-office role requiring significant collaboration with colleagues and stakeholders. 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 11: \$87,349—\$131,023 per annum
- Medical, Dental, Vision Plans, including Health Reimbursement Account (HRA)
- Comprehensive Paid Time Off (Vacation, Personal, Sick)
- Flexible work schedules
- 11 Observed Holidays + Floating Holiday
- Pension plan (Vested after 3 years)
- 457B Retirement Plan (optional)
- Aflac Products (optional)
- Life Insurance, AD&D
- Training and Professional Membership support (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, Greater Lehigh Valley Chamber of Commerce)

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.
- c) Work samples, portfolio, or links to work that demonstrate your skills and abilities.
- d) Minimum of three (3) professional references with contact information.

TEAM COMMITMENT

The Lehigh Valley Planning Commission is committed to creating a diverse environment and is proud to be an equal opportunity employer. The LVPC 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. 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

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.

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