



SRPEDD

Southeastern Regional Planning
& Economic Development District

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ASSISTANT DIRECTOR OF ENVIRONMENTAL PLANNING - OPEN POSITION ANNOUNCEMENT

Southeastern Regional Planning and Economic Development District (SRPEDD)

88 Broadway, Taunton MA / Hybrid Work Environment

Agency Website: www.srpedd.org

Environmental Department Home Page: www.srpedd.org/environment/

Position Summary

SRPEDD's Environmental Planning Department is seeking a proven program leader to advance our work program, contribute to agency goals, and engage in the work of enhancing environmental quality and resilience across Southeastern Massachusetts. More information about SRPEDD, the Regional Planning Agency serving 27 municipalities in Southeastern Massachusetts, can be found below the announcement, and on the agency website provided above.

Posted at the Assistant Director (D2) level, this position is designed for a serious candidate with real-world project management experience in the environmental or land use planning field after graduating with their MA/MS in the field of urban planning, regional planning, environmental science, watershed science or a related field. Preference will be given to candidates with expertise in one or more of the following areas: water quality protection, watershed health, ecological assessment and monitoring, natural resource management.

SRPEDD's office is located in Taunton, Massachusetts. Per our hybrid office policy, employees are physically in the office an average of two days per week. The Environmental Department has a consistent group in-office day on Tuesday, during which we have our weekly staff meeting.

Under the supervision of the Environmental Planning Manager, with potential tasks also to be completed for the Transportation Planning Manager and/or the Comprehensive Planning Manager, the Assistant Director contributes to the diverse work program of a busy and growing Regional Planning Agency.

Primary Duties and Responsibilities

The Assistant Director works directly with the Environmental Planning Manager to assist with the implementation of the Environmental Planning Department's work program. The Assistant Director acts independently as creative and technical lead on numerous plans, civic engagement efforts, and other work products. Furthermore, the Assistant Director is responsible for designing, managing and/or overseeing a diverse portfolio of environmental planning projects; setting deliverables, budgets and deadlines; delegating project tasks; reviewing work products, and; supervising junior team members. In this role, the Assistant Director provides day-to-day mentorship and guidance to staff project leads; supports workload management and task prioritization across multiple concurrent projects; and contributes to staff goal-setting,





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professional development, and performance feedback in coordination with the Environmental Planning Manager.

The position's work program requires an understanding of the principles, practices, and methods of environmental planning and related technical assistance across the Environmental Department's seven main programmatic areas: (1) stormwater management; (2) floodwater management; (3) open space & recreation planning; (4) air quality; (5) climate change mitigation and climate change pollution reduction; (6) climate change adaptation; and (7) brownfields cleanup.

PROGRAM SPECIFIC ESSENTIAL DUTIES AND RESPONSIBILITIES

- Independently leading and managing several planning projects, including but not limited to Watershed Plans and studies, Open Space and Recreation Plans, targeted restoration studies, regional studies and assessments, and civic engagement efforts, among others. Creative and technical authorship on planning work products.
- Reviewing draft and final work products for technical accuracy, consistency with agency standards, regulatory alignment, and readiness for public, municipal, or regulatory review.
- Collecting, organizing, interpreting, describing, and presenting various forms of data, acquired in the field or via desktop analysis (including but not limited to water quality and environmental/habitat assessment, land use, socioeconomic, climate projections, infrastructure, and various other data for plans, studies, and reports).
- Providing technical support and training to municipal staff and volunteers related to watershed planning, water quality protection, stormwater management, the identification and prioritization of natural resources and landscapes, habitat and natural resource preservation, land protection strategies and methods, habitat restoration techniques, low impact development, green infrastructure and nature based solutions, land use planning, project development and grant writing, among other relevant topics.
- Designing and managing water quality and other watershed health monitoring programs to identify and mitigate sources of water quality impairments across the region.
- Assisting staff as needed with Environmental Department projects, such as Brownfields community assessment and reuse planning; climate resilience and climate pollution reduction planning; SRPEDD's Regional Resilience Plan Implementation; regional open space assessment and inventory; hazard mitigation planning; and other projects that may arise in the future.
- Supporting coordination across the Environmental Department's project portfolio to ensure schedules, staffing, and deliverables remain aligned, and providing continuity of leadership and decision-making support in coordination with the Environmental Planning Manager.
- Leading or co-leading the development of project scopes, budgets, and funding strategies; identifying grant opportunities; preparing competitive grant applications; and overseeing grant-funded project implementation to ensure compliance, reporting accuracy, and timely delivery of work products.
- Collaborating and managing contracts with external partners, including state and federal





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agencies and local municipalities.

- Reviewing projects and environmental impact reports for consistency with local and state environmental protections and policy and preparing formal comment letters for regulatory review processes.
- Preparing local, state and federal permit applications for habitat restoration and other related environmental projects.
- Independently scheduling and presenting work at public meetings.
- Taking notes and assisting in setting agendas for project team meetings.
- Constructing and updating web pages in WordPress.
- Creating flyers, social media posts and press releases in support of public outreach efforts.
- Completing frequent, high-quality GIS work within ESRI software (including ArcGIS Pro, ArcMap, ArcGIS Online, the Adobe Creative Suite, and Microsoft Office products).
- Providing data analysis, interpretation, and effective graphic and verbal data presentation. The preparation of effective PowerPoint presentations is a required skill.
- Graphic production and design of maps, diagrams, icons, charts, and figures for a variety of projects using the Adobe Creative Suite (especially InDesign) and Microsoft Office products.
- Responding to internal data requests on an as-needed basis.
- Completing field work as required.
- Assisting the Environmental Team in keeping up with major events in SREPDD's jurisdictional area.
- Frequent travel to events and meetings throughout the region is expected; therefore, candidate is expected to have a valid driver's license and/or a means of transportation.

ADMINISTRATIVE RESPONSIBILITIES

- Delegating tasks to junior staff in collaboration with the Environmental Planning Manager and the broader Environmental Planning team.
- Monitoring and reporting on contracts as assigned.
- Preparing invoices and grant reporting documents for specified contracts.
- Overseeing SRPEDD contractors, processing vendor invoices and developing content for procurement documents.
- Proactively developing projects and identifying funding sources to sustain and grow the department's work program.
- Representing the Environmental Department at external meetings with project partners and at internal meetings with the SRPEDD Commission and its Committees.
- Serving as a senior technical and policy advisor to municipalities, partner agencies, and regional stakeholders on environmental planning, climate resilience, and natural protection topics.
- Working collaboratively to arrive at constructive solutions as part of a team.



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- Directly supervising two or more Environmental Planning Department staff and reporting on personnel matters to Environmental Planning Manager.
- Communicating effectively with internal staff, including participation in weekly staff meetings and project check-ins.
- Contributing to regular conversations about the Environmental Program's work culture.
- Participating in departmental and agency strategic planning, in collaboration with the Environmental Planning Manager.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum Qualifications: The following combinations of education and employment experience must be met in order to be considered for the position:

Education	And	Experience
MA/MS in Urban or Regional Planning, Environmental Science, Sustainability, or a related field.		At least 5-7 years of relevant work experience.

Preferred Qualifications: Expertise in watershed planning, environmental assessment, environmental impact analyses, regulatory project reviews and/or environmental monitoring and data collection.

Salary and Benefits

Starting Salary: \$75,000 - \$85,000, depending on qualifications.

SRPEDD has a competitive benefits package, inclusive of health insurance through the Massachusetts Group Insurance Commission, dental and vision insurance, disability insurance, life insurance, medical and child care flexible spending accounts, a retirement package through the Massachusetts State Pension Plan, and a Section 457 Deferred Compensation option.

SRPEDD has a flexible and hybrid work schedule, competitive time off, a sick leave bank, and eleven paid holidays per year.

Requirements and Deadlines for Applications

Please send a cover letter and resume by email to Michelle Tinger, Environmental Planning Manager, at mtinger@srpedd.org. Preference will be given to applications received by March 3rd, 2026; however, position will remain open until filled.

Work samples (consisting of maps, short writing samples, presentations, etc.) and professional references will be requested from candidates that advance through the initial selection process.

SRPEDD is an Equal Opportunity employer.





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About SRPEDD and SRPEDD's Environmental Program

SRPEDD is a collegial workplace with experienced staff. We are looking for a proven self-starter and independent worker who is equally at home in a collaborative working environment.

SRPEDD's work includes habitat restoration and watershed protection, climate and hazard mitigation planning, open space and recreation planning, conventional energy reduction projects, brownfield redevelopment, community master plans, regional transportation and bicycle projects, build-out and fiscal impact scenarios, transit planning, zoning bylaws, drone surveys and 3D interior photography, economic development, infrastructure initiatives, and more. SRPEDD supports the four cities and 23 towns in our region to build community and enhance quality of life for all. Through careful collaboration, SRPEDD seeks to enhance equitable opportunities to envision and plan for the long-term future, foster sustainable growth, and cultivate the systems and networks that emphasize social justice and community development.

The Mission of SRPEDD's Environmental Program is stated as follows:

The human communities of Southeastern Massachusetts exist within, and are part of, an expansive natural landscape. The calling of SRPEDD's Environmental Program is to intentionally situate our region's built, human communities within their natural environment and to explain the forces that human communities, natural communities, and environmental dynamics exert on one another, both positive and negative. To that end, the Environmental Program pursues four types of projects, specifically, those that:

1. Minimize the negative impacts of human communities on the underlying natural landscape;
2. Maximize human stewardship of natural communities;
3. Minimize the impacts of destructive environmental hazards on human communities; and
4. Maximize the benefit to human communities of well-functioning natural systems.

All of our work takes place on a warming world. As such, in all of our work, we explicate the connection between project-based outcomes and the larger effort to mitigate or adapt to the climate crisis and increase community resilience.

