

Economic Development, Planning, & Conservation Town Planner

DEFINITION

The Town Planner is responsible for the development, implementation and monitoring of current and long range plans and programs for land use and development, as well as the professional, technical, and administrative work supporting the Planning Board and Zoning Board of Appeals (ZBA), as well as other relevant boards and committees. The Town Planner reviews projects applications, provides technical assistance relating to the zoning bylaws, subdivision regulations, municipal stormwater bylaw(s) and regulations, writes determinations, and monitors construction in order to ensure appropriate compliance.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Coordinates Planning Board, and ZBA applications, agendas, and meetings;
- Reviews land development and land use applications and/or appeals submitted to the appropriate board, including coordination and maintenance of ongoing project-related documentation;
- Creates and maintains relevant land use and land development regulations and bylaws, board policies regarding application procedures, and short- and long-range planning documents and projects for the Town;
- Manages and coordinates projects, as assigned;
- Presents information to meeting forums, conducts site visits and field inspections to approved and proposed project sites, serves as liaison with state and federal officials, and coordinates and oversee the work of other professionals consulting with the Town;
- Serves as liaison with residents, engineers, and developers in coordinating and understanding the land use permitting processes and regulations in proposed development projects, responding to complaints and issue enforcement on an as-needed basis;
- Researches, pursues, and administers grants and other funding opportunities;
- Attends all board meetings associated with the EDPC Department; and
- Works in conjunction with other departments to ensure project, permitting, and other such continuity.

SUPERVISION RECEIVED

Under the administrative direction of the Town Administrator, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate

with others as necessary.

SUPERVISION EXERCISED

The employee, as a regular and continuing part of the job, leads the EDPC Administrative Assistant in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the Administrative Assistant. The employee provides training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

JUDGEMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has access to some confidential and sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

Bachelor's degree in planning or related field, and 1 to 3 years of related experience; or any equivalent combination of education, training, certification, and experience. American Institute of Certified Planners (AICP) designation preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of state and municipal regulations, bylaws, policies, programs, and operations. Knowledge and experience with office management principles and practices, computer programs and databases such as Microsoft Office, Geographic Information Systems (GIS), and office equipment.

Abilities: Ability to use field tools. Ability to manage multiple tasks, meet deadlines and pay careful attention to details despite interruptions. Ability to maintain harmonious working relationships, work independently, maintain confidentiality. Ability to stay calm and deal

tactfully, patiently, and appropriately with all clients.

Skills: Accurate record keeping, time-management, bookkeeping, organization, oral and written communication, planning, working as part of a team, having a positive attitude, and excellent interpersonal skills.

WORK ENVIRONMENT

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Administrative work is conducted in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be a need to stretch and reach to retrieve materials.

Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.