

JOB DESCRIPTION

Position Title: Town Planner

SUMMARY/OBJECTIVE

The Town Planner is responsible for providing support to planning board as well as other town boards and committees. In addition, the planner will provide oversight of the town's master plan and related documents and seek grants related to the town's stated objectives in said plans. The town planner will be a liaison between multiple boards, residents and landowners while reviewing applications and making recommendations to town officials.

SUPERVISION

Works under the policy direction of the Town Administrator and in strict accordance with applicable provisions of the Massachusetts General Laws, town by-laws and ordinances, and federal laws and regulations. The Town Planner performs a variety of highly responsible duties requiring the exercise of independent judgement and discretion in the interpretation and application of applicable laws and ordinances.

MAJOR DUTIES (essential job functions)

1. Supports the Planning Board & Zoning Board of Appeals with agendas, minutes, Special permits, site plan reviews, variances, appeals and hearings.
2. Communications with residents, property owners, businesses, contractors, state officials, building commissioner/officials, town counsel.
3. Coordinates fulfillment of consulting for town boards.
4. Review and recommend actions based on the Master Plan, MVP Plan and OSRP Plan.
5. Assist land owners/developers.
6. Is available to advise other boards as needed including but not limited to the Conservation Commission, Youth Commission, Community Preservation Commission, Historical Commission and board of public works. Also provides support to ad hoc planning committees as needed (such as master plan or OSRP).
7. Recommend zoning changes to the planning board and town meeting.
8. Review and process applications for planning and zoning boards for completeness.
9. Planning studies in transportation, demographics, redevelopment, open space, recreation and brownfields.
10. Monitors implementation of zoning and reports issues to the zoning enforcement officer.
11. Produces Annual report of the Land Use office.
12. Acts as project manager for various town projects related to land use, recreation and open space
13. Assists DPW and Assessor with GIS
14. Completes Grant Application in accordance with the town's Master Plan and other relative documents.
15. Develops policies, proposal, drafts by-laws and regulations for consideration by various boards and commissions
16. Develops fiscal year budget(s) for community development boards and commissions.
17. Administers and supervises staff as required.
18. Other duties as required by the town administrator

WORK ENVIRONMENT

While performing the duties of this job, work is often performed under typical office conditions with little exposure to occupational hazards. The Planner makes frequent contact with all departments, boards and relevant state officials and agencies.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is required to sit; stand; walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. Tasks require the ability to exert light physical effort in sedentary to light work, which regularly may involve some movement of books, files,

folders (15 pounds); Regularly conveys information to the public. Tasks may involve extended periods of time at a keyboard or workstation.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are roughly Monday through Friday 40 hours per week. Hours are flexible to accommodate evening work for meetings that may occur.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

- Bachelor's Degree in planning, land use, or related field and five years of professional experience
- Master's Degree in community planning or related field and two years of professional experience
- AICP Certification (or ability to be certified within 4 years of employment)

KNOWLEDGE, ABILITY AND SKILL

Knowledge: Working knowledge of applicable Massachusetts General Laws regarding land use. Knowledge of land use principles, state and local codes, zoning, environmental planning, housing, historic preservation, economic development, data collection and analysis.

Ability: Ability to analyze and interpret accounting data and to present reports of findings and recommendations. Ability to administer budgets. Able to express oneself clearly and concisely orally and in writing. Must be able to develop working relationships with other town department personnel and the general public.

Skill: Skill in operating computers and related land use software. Must possess skill in word processing and oral graphic and GIS applications. Strong organizational skills and attention to detail is a must.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)