

Town of Hudson, NH



Section: Town Planner

Subject: Job Description

Title – Town Planner	Revision Dates: 06/25/2025
Union- Hudson Police, Fire, and Town Supervisors Association	
Origination Date: 06/30/1990	Review Frequency: As Needed

A. Accountability

Under the supervision of the Town Administrator.

B. General Duties & Responsibilities

The Town Planner leads and oversees the planning and development initiatives for the Town of Hudson. This role is responsible for managing land use policies, evaluating development proposals, and ensuring planning efforts align with the Town's vision for sustainable growth and economic development. The Town Planner will plan, organize, and direct the Town's planning function, providing strategic guidance and technical expertise to support Hudson's evolving business and community needs.

C. Specific Duties & Responsibilities

1. Provides leadership, professional/technical/administrative support, and guidance to the public, Planning Board, Zoning Board of Adjustment, Board of Selectmen, and individuals/organizations interested in developing property.
2. Performs and coordinates review of subdivision and site plan submission to the Planning Board.
3. Maintains the records for the Planning Board and prepares correspondence pertaining to the activities of these boards.
4. Responsible for ensuring the completion of staff reports, agenda, minutes, legal notices, mailings, and keeping the website current with the assistance of available staff.
5. Acts as a liaison to Town boards, committees, and departments regarding land use and development issues.

6. Ensures that local planning regulations, including the Master Plan, Zoning Ordinance, Site Plan, Subdivision Regulations, Planning Board procedures, and Capital Improvement Plan, are being followed in accordance with state law.
7. Annually submits a report of what has been accomplished by the Land Department and presents a plan for the coming year.
8. Attends Planning Board regularly and Zoning Board of Adjustment, if necessary.
9. Works closely with the Zoning Department /Zoning Administrator regarding site review enforcement issues.
10. Assists in the development and implementation of plans, codes, or inter-governmental agreements such as: growth management, impact fees, land use, economic development, utilities, housing, and transportation.
11. Advise town officials, boards, and committees on planning and land use matters.
12. Conduct research and analysis regarding planning grants for the community.
13. Supervise Assistant Town Planner and Planning Administrative Aide.

D. Knowledge, Skills & Abilities

1. Knowledge of the principles and practices of Town planning, including State laws and Town ordinances pertaining to local and regional planning.
2. Ability to initiate, develop, document, and present proposals for long- and short-range planning.
3. Ability to review blueprints, engineering plans, maps, and specifications.
4. Excellent attention to detail, organizational skills, and problem-solving abilities.
5. Strong written and verbal communication skills for drafting documents, reports, and correspondence.
6. Present in a public forum, including the ability to build consensus and involve a broad-based group of individuals.
7. Ability to work independently with minimal supervision.
8. Ability to manage multiple projects, meet deadlines, and work collaboratively with government officials, developers, and community members.
9. Coordinate with regional and state agencies on infrastructure and transportation planning.
10. Ability to establish and maintain effective working relationships with Engineering and Land Use Departments, outside agencies, civic leaders, department heads, and the general public.
11. Support economic development efforts while balancing community character.

E. Minimum Qualifications

1. Bachelor's or Master's degree in Urban Planning, Land Use Planning, Public Administration, or a related field.
2. Minimum of 3-5 years of professional experience in municipal planning or a related role.

3. Certification as an AICP (American Institute of Certified Planners) is preferred but not required.
4. Must undergo and pass a background check and credit check.
5. Must complete a probationary period of 6 months.
6. Maintain a valid driver's license.

F. Abilities

1. Able to communicate effectively and coherently by having adequate corrected hearing to understand normal and loud conversations of one or more individuals in person, or to hear conversations over a telephone.
2. Possesses sufficient corrected vision to see monitors and the ability to distinguish colors and read.
3. Able to climb stairs, open file drawers, desk drawers, or doors; activate copier, and computer printers; type; turn pages; and carry/hold documentation, laptops, monitors, personal computers, or their peripheral devices. Ability to carry a personal computer or its peripheral devices up and down stairs.
4. May be required to lift files, boxes of paper, and other office supplies weighing up to 25 pounds.