

# Associate Planner

## Job Summary

Under direct and general supervision, the Associate Planner performs administrative and professional work in the administration and enforcement of land use regulations; provides support and analysis for planning documents and studies; and professional staff assistance to the Town Planner. This is a highly responsible position implementing the planning and zoning processes of the Town.

## Supervision Received and Exercised

Works under the supervision of the Town Planner; work is performed with independence and involves responsibility for the use of initiative and judgment in day to day operations; confers with the Town Planner on matters concerning significant policy and priority factors. Exercises no direct supervision over staff.

## Essential Duties and Responsibilities

- Assists the general public with inquiries and concerns related to land development activities.
- Communicates with property owners, applicants and other Town staff on compliance issues.
- Assists processing of all applications for Planning Board review.
- Reviews Planning Board applications for completeness and compliance with the Zoning Ordinance and Land Use Regulations.
- Prepares or assists in preparing staff reports for cases under consideration by the Planning Board.
- Assists Town Planner in preparation of Master Plan, Capital Improvements Program, Zoning Ordinances and Land Use Regulations.
- Reviews compliance and assists with enforcement of development activities and approvals established by the Planning Board and Zoning Board of Appeals.
- Prepares or assists in preparing Zoning Determinations for the Zoning Department
- Prepares reports and studies at the direction of the Town Planner.
- Assists Town Planner in Economic Development efforts.
- Serves in staff capacity to Planning Board and other land use committees as assigned by Town Planner.
- Assists in acquiring and administering grants.
- Attends evening and weekend meetings.
- Performs other duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of the principles and practices of planning

- Knowledge of a relevant specialization such as land use/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development is desired
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Knowledge of computer programs and applications, which may include Microsoft Office, Internet applications, and database management
- Knowledge of GIS programs and applications
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Creative problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed

### **MINIMUM QUALIFICATIONS REQUIRED**

The successful candidate for this position should have a Bachelor's Degree in Planning or a related field and three (3) years of progressively responsible experience as a planner in a municipal, county or state land use planning environment; or an equivalent combination of education and experience. Ability to work professionally with persons representing a diverse range of viewpoints and disciplines is a must. Ability to communicate effectively, orally and in writing, is required. Availability to attend night meetings required. Progress toward or intent to receive American Institute of Certified Planners (AICP) certification preferred. A valid motor vehicle driver's license is required.