

## **TOWN PLANNER**

### **JOB SUMMARY**

Performs responsible supervisory, managerial and professional work in enforcing land use regulations, reviewing subdivision and site plan proposals, preparing staff reports and recommendations for the Planning Board, managing the Town's Master Plan, providing staff support for the Capital Improvements Program, and pursuing other assignments as directed by the Town Administrator.

### **SUPERVISION RECEIVED**

Works under the supervision of the Town Administrator; work is performed with considerable independence and involves responsibility for the use of considerable initiative and judgment in day to day operations; confers with the Town Administrator on matters concerning significant policy and priority factors.

### **SUPERVISION EXERCISED**

Exercises supervision over a small number of technical and clerical personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Advises Planning Board, Citizens, Board of Selectmen, Town Administrator, and Town staff members regarding land use planning issues.

Supervises processing of all applications for Planning Board review.

Meets with engineers, architects, planners, lawyers and real estate brokers to review site plans, and other plans of variable size and complexity as they relate to design, streets, utilities, wetlands, and other issues.

Prepares staff reports for cases under consideration by the Planning Board.

Serves as the lead person for the Town's Economic Development efforts.

Supervises the management of the Town's Master Plan and Capital Improvements Program (CIP).

Prepares grant applications and manages the implementation of grant awarded projects.

Prepares Zoning Ordinances and Land Use Regulations amendments.

Facilitates contracts and manages consulting engineer design reviews and the cost allocation procedure consulting engineer reviews.

Determines/recommends cost allocation procedure amounts for both residential and nonresidential development projects.

Chairs/organizes subdivision/site plan review committee meetings.

Makes revisions/improvements to the plan review system: a) fiscal impact study methods, b) efficient handling of new site plans and subdivision plan sets.

Prepares reports and studies at the direction of the Town Administrator and the Board of Selectmen.

Develops an annual work program and operating budget for the Planning Division.

Performs personnel functions for the Land Use Division including recommendations for hiring and performance evaluations.

Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Demonstrated experience in and thorough knowledge of the principles and practices of urban land use planning and development; extensive knowledge of municipal government, its laws, regulations and procedures pertaining to land use; applicable state and federal rules and regulations relating to zoning, land use and environmental issues; strong knowledge of urban land use patterns, their demands on physical infrastructures and relationship to community development. Ability to supervise and direct the work of others; manage budgets; negotiate; operate effectively with multiple deadlines and competing demands; solve complex problems and communicate complicated information; prepare clear and concise reports, correspondence and other written materials; communicate clearly and effectively with others orally; establish and maintain effective working relationships with a variety of people. Must be computer literate, including experience with GIS.

### **MINIMUM QUALIFICATIONS REQUIRED**

A Bachelor's Degree in Planning or similar discipline, Master's Degree highly desirable, together with seven (7) years' experience as a Municipal or State Planner or a similar background in a planning related field; with at least three (3) years of increasing supervisory and administrative responsibilities. American Planning Association member and American Institute of Certified Planners (AICP) certification preferred. A valid driver's license and ability to be bonded by an insurance carrier required.

### **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

Some overtime work will be required.