

# Town of Pepperell

## Town Planner Job Description



**Job Title:** Town Planner

**Supervisor:** Town Administrator

**Hours Worked:** Full-Time (40hrs/week)

**Department:** Planning

**Salary:** Grade 12

**FLSA Status:** Exempt

### TOWN PLANNER

#### **Position Purpose:**

Under general administrative direction, plans, directs, manages, and oversees the functions, programs and operations of the Planning Department including economic development, planning, zoning, federal and state grants, community relations and special event activities; coordinates assigned activities with other departments and outside agencies. Works with businesses and residents in the Town and provides complex administrative support to the Town Administrator.

#### **Supervision:**

*Supervision Received:* Under general administrative direction of the Town Administrator, plans, directs, manages, and oversees the functions, programs, and operations of the Planning Department including economic development, commercial and residential development, including affordable housing, coordinates assigned activities with other departments, outside agencies and businesses.

*Supervision Given:* Responsible for and directly supervises employees, interns and volunteers in the Planning Department including the part-time Administrative Assistant for the Planning Department and Zoning Board of Appeals (BOA).

#### **Job Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally may be exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet to moderate in the office; and moderate to loud in the field.

#### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types 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.)*

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

- Assumes full management responsibility for all department functions, programs and operations, including economic, commercial and residential development.
- Manages the day to day operations of the department; initiates studies regarding zoning issues, development of ordinances, business regulations, architectural designs, etc. and issues interpretations of town, planning and related ordinances and regulations.
- Plans, coordinates and directs the implementation of the Town Master Plan with elected and appointed officials. Develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long-range needs to reach goals in the town master plan;
- Ensures implementation of planning and zoning ordinances; identifies alternatives for converting policy ideas into action plans affecting town developments, expansion, transportation and related programs.
- Oversees land use planning policies and procedures, including the review of development applications.
- Coordinates and facilitates public and private efforts to retain and expand existing businesses; assists in enticing and recruiting development and business projects to the Town; coordinates Town resources in completing joint projects with the regional partners and other economic development associations or agencies; assists in the development and implementation of economic revitalization strategies for the Town and neighborhood business districts; provides information and technical assistance to the business and development communities, staff, citizens and community. Communicates with the Town Administrator on the status of businesses and all aspects of planning in the Town.
- Oversees affordable housing programs and policies, including inclusionary zoning, in coordination with the Affordable Housing Committee and the Affordable Housing Trust objectives.
- Represents the Planning Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments, and outside agencies and organizations; develops professional liaisons, maintaining effective community relations and communication between the Town and various economic development organizations and agencies.
- Assists the Town Administrator and Select Board and works with the staff to provide technical insight, and recommendations related to planning, zoning, signs, subdivision rules & regulations and the town master plan, responds to inquiries; provides status on pending projects; prepares and presents staff reports including those for Planning Board, Select Board or other meetings and other necessary correspondence.

- Provides land use planning services and processes applications for land use related proposals. Provides public information and answers both walk in and telephone questions regarding zoning and subdivision regulations, sign code, business registrations, demographics, and parcel information. Administers field inspections and conducts site investigations.
- Works on land use regulation amendments and special projects. Writes grant applications and oversees the management and implementation of such grants once awarded, and works cooperatively on grant related projects
- Works closely with regional planning agencies, including the Northern Middlesex Council of Governments and other organizations, on various planning and development programs and grant opportunities.
- Meets with the public, developers and contractors; discussing planning, zoning and development issues; interprets information in Town bylaws and ordinances pertaining to the department.
- Explains, justifies, and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues; reviews and analyzes reports, and related economic development matters.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties assigned by the Town Administrator.

**Peripheral Duties:**

Employee may be required to work outside of normal business hours. In addition, employee may be required to work on weekends and evenings. Employee may be contacted at home to respond to important situations. Employees may be required to work alone.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from an accredited four-year college or university with a bachelor’s degree in regional, urban or community planning, architecture, engineering, environmental science, public administration or closely related field and five (5) years of progressively responsible experience performing above or related duties. Master’s degree desirable.

**Additional Requirements:**

- Valid driver’s license
- American Institute of Certified Planners (AICP) certification.

## Knowledge, Ability and Skills:

### *Knowledge:*

- Thorough knowledge of the principles and practices of local planning and development; planning, zoning, wetlands regulations, sustainability practices, design and subdivision law, theory and applications; local government structure and operation, including budgetary procedures.
- Considerable knowledge of research methodology and statistics, modern management practices; financial management, banking and real estate practices.
- Knowledgeable in seeking out and preparing grant applications.

### *Skills:*

- Skill in the translation of technical data, financial documents and accounting records into an easily understood format.
- Skill in public relations; making presentations, writing reports and other communication practices.
- Skill in general office management and practices, interpersonal communication, employee supervision, motivation, and the ability to direct the work of others.
- Demonstrated proficiency in the use of computers and office software applications including spreadsheet applications.
- Working knowledge of Geographic Information Systems (GIS)

### *Ability:*

- Respond effectively and timely to requests and inquiries from Town staff and the general public.
- Establish and maintain effective working relationships with subordinates, citizens, business owners, developers, financiers and other government agencies.
- Design, research, collect, analyze and interpret data
- Communicate clearly and concisely, both orally and in writing
- Interpret and apply federal, state and local policies, procedures, laws and regulations
- Maintain effective audio-visual discrimination and perception needed for:
  - Making observations
  - Reading and writing
  - Operating assigned equipment
  - Communicating with others
- Effectively handle a work environment and conditions, which involve:
  - Working closely with others
  - Working independently

- Maintain mental capacity which allows the capability of:
  - Making sound decisions and using good judgment
  - Analyzing and evaluating personnel data
  - Demonstrating intellectual capabilities
  - Answering questions

### **Physical Requirements:**

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is regularly required to sit, stand or walk; talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Selection Guidelines:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

*(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.)*

### **Equal Employment Opportunity (EEO) Employer**

The Town of Pepperell provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Pepperell expressly prohibits any form of workplace harassment based on race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Pepperell's employees to perform their job duties may result in discipline up to and including discharge.