

TITLE: ASSISTANT CITY PLANNER
LEVEL: M-9 \$54,708 - \$66,732
DEPARTMENT: COMMUNITY DEVELOPMENT & PLANNING

FUNCTION: Performs a variety of routine and complex technical and professional work in the current and/or long-range planning of the City, and the development and implementation of land use and related policies and regulations.

SUPERVISION RECEIVED: Works under the general supervision of the City Planner.

SUPERVISION EXERCISED: May exercise supervision over clerical, temporary or other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assists in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

Prepares a variety of studies, reports and related information for decision-making purposes.

Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.

Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any intergovernmental agreements or requirements.

Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations.

Evaluates land use applications and site plans for compliance with applicable local, State or Federal laws.

Monitors assigned land use applications through the approval stages, and prepares reports and related data as required.

Provides staff support to the Planning Board, Zoning Board of Appeals, Historical Commission, and other Boards/Commissions as needed and assigned. Prepares planning reports and supporting data, including recommendations or various land use proposals.

Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

Assists City staff in the enforcement of local ordinances and interpreting City codes and master plans.

Assists in designs for parks, streetscapes, landscapes and other municipal projects.

Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.

Prepares and writes grant application components relating to land use, parks and recreation, open space, zoning, etc.

Attends evening and weekend meetings as assigned.

Assists in maintaining the database of information for planning purposes.

Responds to local citizens inquiring about local planning and zoning regulations and ordinances.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the position

PERIPHERAL DUTIES: Serves as a member of various staff committees as assigned. Serves, when assigned, as a member of a planning task force composed of local, County or State groups.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Assists other planning staff members as needed.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience: Bachelor's Degree (Master's Degree preferred) in urban or regional planning, architecture, urban design, geography or a related field. Three years of progressive experience in municipal or State government preferred; or any equivalent combination of education and experience. Internships and/or additional education may substitute for work experience. Training and experience in GIS or CAD systems preferred.

Necessary Knowledge, Skills and Abilities: Considerable knowledge of zoning laws and comprehensive plans including their formation, process of adoption and enforcement; considerable knowledge of planning programs and processes; working knowledge of personal computers;

Skill in the operation of the listed tools and equipment.

Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license or ability to obtain one prior to employment. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

TOOLS AND EQUIPMENT USED: Personal computer, including word processing; motor vehicle; calculator; telephone; copy and fax machines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; talk or hear. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

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

WORK ENVIRONMENT: Work is performed mostly in office settings. Some outdoor work is required in the inspection of various developments, wetlands and construction sites. 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 essential functions.

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

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

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above 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 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.