TITLE: **STAFF PLANNER**
DEPARTMENT: **COMMUNITY DEVELOPMENT & PLANNING**
LEVEL: **M-4 $44,991 - $54,880**

FUNCTION: Manages, initiates and coordinates the Planning Board, Zoning Board of Appeals (ZBA) and the permitting process for the City.

SUPERVISION RECEIVED: Works under the direction of the City Planner.

SUPERVISION EXERCISED: May exercise general supervision over temporary, clerical and other support staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for the review and analysis of applications submitted to the Planning Board and ZBA for completeness and conformance with the City Code requirements. Includes the review and analysis of land development applications and building permits, and the related follow-up required to process and approve submittals. May prepare written and verbal presentations of findings related to land development applications to the Planning Board and ZBA as required. Primary responsibility is providing front counter customer service assistance, and processing of basic land development applications and building permit related requests. This position will have a great deal of public contact including answering questions in person, over the telephone and through e-mail.

The Staff Planner may also be required to perform a variety of general planning duties associated with other planning projects, including special projects, zoning and ordinance revisions and updates, and the development of City plans.

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 level of the position.

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

EDUCATION AND EXPERIENCE: B.S. or B.A. in Planning, Geography, Landscape Architecture or related discipline plus two years' relevant experience, or a combination of related experience and education equivalent to completion of a four-year degree in planning or a related field, which demonstrates significant knowledge of the principles of municipal planning and general office procedures; experience in municipal planning in the Commonwealth of Massachusetts. Working knowledge of GIS and Microsoft Office is required. Excellent writing, communication, research and decision making skills are required.

TOOLS AND EQUIPMENT USED: Personal computer (including WordPerfect and/or Microsoft Word, Excel, Access, ARCInfo); motor vehicle, telephone, cellular telephone, copy and fax machine.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk.

WORK 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 essential functions.

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 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.