

TITLE: CITY PLANNER
SALARY: \$66,722 - \$81,388
DEPARTMENT: PLANNING, HOUSING AND COMMUNITY DEVELOPMENT

FUNCTION: Serves as a lead planning professional for the city performing a variety of supervisory, administrative, technical and professional tasks in the initiation, oversight and execution of both future short and long range city planning initiatives primarily related to the development and implementation of municipal plans and policies related to land use.

SUPERVISION RECEIVED: Works under the general guidance and direction of the Director of Planning, Housing and Community Development.

SUPERVISION EXERCISED: Exercises supervision over planning staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Manages and supervises city planning operations and staff so as to achieve goals and performance objectives within available resources in a manner consistent with city code and state laws including the Zoning Act and Subdivision Regulations. Also plans and organizes work loads and staff assignments, trains, motivates and evaluates assigned staff; and reviews progress and directs changes as needed.

Provides leadership and direction in the development and implementation of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations.

Provides professional planning and land use advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public; ensures that supervisors are kept fully informed of trends, events or emerging issues of significance to the city's current and/or future condition.

Prepares Planning Division annual budget for the Director of Planning, Housing & Community Development and administers budget as adopted.

Ensures excellence in training and ongoing oversight of the city's Planning board, Zoning Board of Appeals, Historic Commission and any other such boards within the department's purview. Such oversight shall include the production of regular comprehensive staff reports and, as warranted, recommendations to educate and assist the respective membership, the production of clear minutes, the publication of board decisions and the execution of each step within a timely way so as to comply with city and state laws.

Attends all Planning Board meetings, in addition to other local, regional and state meetings as may be required to represent the city and/or ensure ongoing training.

Oversees the review process and provide recommendations as appropriate for small and large scale development within the city including subdivisions, site plan review, special permit applications, comprehensive permits, and other formal and informal processes needed to assess and analyze proposals including evaluating such proposals for conformity to established plans

and ordinances and evaluating proposals' development impact as they relate to the adopted plans of the city.

Conducts proactive land use planning for the city, including short and long term planning efforts such as amendments to the city's zoning ordinance.

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

Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.

Serves when needed as a member of a planning task force composed of City, County or State groups.

Prepares and writes grant applications and/or application components relating to planning, land use, demographics, maps, plats, site plans, etc.

Develops and maintains a data base of information for planning purposes.

Responds to local citizens inquiring about City planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants as required.

Negotiates, coordinates and manages planning consultant contracts.

Serves as a member of various staff committees as assigned. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans. Assists in designs for parks, streetscapes, landscapes and other municipal projects.

Maintains current knowledge of state initiatives, laws or court decisions affecting local development and makes recommendations pertaining to master plan development, for amendments to the city's zoning ordinances, and for other local by-laws and regulations.

Assists with any additional functions as may be required of this position.

QUALIFICATIONS: Master's degree in planning, public policy or related field desirable. Graduation from an accredited four-year college or university with a degree in land use planning, urban planning, or a closely related field required. Five years of progressively responsible experience in urban and/or land use planning. Municipal experience preferred, or any equivalent combination of education and experience. AICP Certification is preferred, or the ability to obtain certification within one year. Possession of a valid Massachusetts driver's license and good driving record.

Additionally, the City Planner should possess proven management skills and the ability to manage day-to-day operations; strong problem-solving and negotiation skills; the ability to exercise sound and independent judgment within general policy guidelines; considerable knowledge of local and state zoning ordinances/laws as well as recent city planning studies, master plans, etc. as well as extensive knowledge of planning programs, processes and successful implementation strategies; considerable knowledge of the theory, principles and techniques of the planning profession and development process; considerable knowledge of federal state and local laws, ordinances and codes pertaining to a wide variety of planning topics; considerable knowledge and experience with the principles of personnel management including, but not limited to, supervision, training and performance evaluation; considerable knowledge of the methods and techniques of research and analysis; considerable knowledge of the principles of budgeting and finance; knowledge of real estate terminology, laws, practices, principles and regulations; knowledge of computer applications including GIS applications; the ability to convey complex concepts visually; effective and persuasive oral and written communication skills with supervisors, colleagues, planning staff, city leadership, board members, architects, contractors, developers, owners, supervisors; the ability to establish and maintain effective working relationships.

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.

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 frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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. 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.