

## **City of New Bedford, MA Job Description**

**Job Title:** Assistant City Planner

**Pay Grade:** M-9

**Pay Range:** \$57,066 - \$69,609

### **JOB SUMMARY**

Supports the City Planner in performing routine and complex technical and professional work in the development and implementation of short term and/or long-range planning initiatives of the City related to the development and implementation of land use and related municipal plans and policies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.*

- Provide staff support to the City Planner and the Department Head including the provision of ongoing support to the planning operations of the City.
- Assist in the development and implementation of short and long-range plans; gather, interpret, and prepare data for studies, reports, and recommendations; coordinate department activities with other departments and agencies as needed.
- Provide support to staff in the Planning Division with respect to land use requirements, board applications, processes and operational protocols, city ordinances, codes, plans and related planning programs and assistance to architects, engineers, developers, contractors, owners, community groups and interested persons.
- Communicate official plans, policies and procedures to the public as directed by the City Planner or Department Head.
- Provide staffing support to committees as may be assigned.
- Prepare requested analysis, technical studies, reports, statistical data and/or related information for decision-making purposes including recommendation for action as may be appropriate.
- Provide staff support to City Planner in the analysis and disposition of ANRs and all subdivisions of land in conformance with MGL and city ordinances.
- Performs work as necessary and as assigned.

*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.*

**MINIMUM QUALIFICATIONS**

**Education and Experience**

- Bachelor’s Degree in urban or regional planning, architecture, urban design, geography, or closely related discipline.
- Three to five years of experience in municipal planning or a closely related field
- AICP Certification preferred.

**Licensing/Certification**

- Possession of a valid Massachusetts driver's license or ability to obtain one prior to employment

**SPECIAL REQUIREMENTS**

- Criminal Offender Record Investigation (CORI) background check mandatory.

**SUPERVISORY RESPONSIBILITIES**

This position may have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

This position receives general supervision from the City Planner. Supervisor reviews work to the extent necessary.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

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. The work environment and exposures 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.

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

\*\*\*\*\*

*The City of New Bedford, MA is an Equal Opportunity Employer.*