

**Assistant Town Administrator/Director of Planning and Development
Town of Scituate**

The Town of Scituate seeks qualified candidates for the position of Assistant Town Administrator/
Director of Planning and Development. This position is a 40 hour/week salaried and benefited position.
The job description is below. Salary range \$100,987 to \$120,042 annually DOE.

Interested applicants should submit cover letter and resume to HR@scituatema.gov or via mail to Human
Resources, 600 Chief Justice Cushing Highway, Scituate, MA 02066. Position open until filled.
AA/EEO/ADA.

Position Title: Assistant Town Administrator/Director of Planning and Development

GENERAL PURPOSE

Under the general supervision of the Town Administrator, the Assistant Town Administrator/Director of Planning and Development assists in the administration of various Town functions. This position requires sound initiative, judgment, decision-making and the ability to work effectively and independently with the public and other officials. Assists the Town Administrator on a variety of broad-based management issues; assists in the planning, analysis and implementation of Town-wide projects and initiatives; participates in various working groups/committees; develops complex analytical reports; and coordinates projects for the Town Administrator. The Assistant Town Administrator/Director of Planning and Development is assigned the responsibility for providing oversight, guidance and support of various departments; such as Building and Zoning, Conservation, Planning, Coastal Management, land use functions of the Board of Health and Economic Development, as well as other departments as assigned.

Responsible for oversight of the regulatory function and enforcement for land development and management which includes planning, economic development, land use and acquisition, zoning, environmental and wetlands protection, conservation, historic preservation and housing initiatives.

As a member of the senior management team, participates in setting the direction for the municipal organization, continually improving Town services, and appropriately allocating organizational resources across the Town's various departments.

SUPERVISION RECEIVED

Appointed and supervised by the Town Administrator. Employee plans and prioritizes work in accordance with standard procedures and previous training and is expected to solve problems independently. Employee has access to confidential information such as bid proposals, financial statements and lawsuits. Employee establishes their own work plan and priorities.

Performs varied and responsible functions requiring knowledge of planning, building and economic development. Employee must exercise independent judgment in responding to inquiries, dealing with the public and various contractors and boards. Unusual situations are referred to supervisor or chairs of Conservation Commission, Planning Board, Community Preservation Committee and Economic Development Commission.

Employee will be required to work outside of normal business hours, including regular attendance at evening meetings.

JOB ENVIRONMENT

Work is performed under typical office conditions. The employee may be required to work outdoors under inclement weather conditions and other hazards commonly found at construction sites.

Position requires examining, analyzing, and evaluating facts and circumstances surrounding projects, problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Extensive judgment and ingenuity are required to develop new or adopt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements with the limits of guidelines or policies. Position works closely and directly with the Economic Development Commission, the Planning Board, the South Shore Coalition, the Community Preservation Committee and the Conservation Commission. The employee is tasked with establishing guidelines, determining how they should be applied and developing operating policies to accomplish work of individual boards and departments in order that they work cohesively and efficiently.

Frequent interaction with the public, department heads, businesses, boards and committees, developers and consultants to coordinate projects and initiatives, and to facilitate resolution of issues and grievances requiring courtesy and tact. Extensive external contact is required.

SUPERVISION EXERCISED

As assigned by the Town Administrator, exercises direct supervision over specific Town Departments, Department Heads or Town functions; in coordination with Department Heads, develops and establishes departmental objectives and performance standards. Supervises Building and Zoning, Conservation, Planning, Coastal Resource Management and the land use functions of the Board of Health, in addition to other departments as assigned.

Work is performed within the requirements of state and local planning and land use laws, town bylaws and municipal codes and regulations. Employee is responsible for establishing long and short-range plans and objectives, and assumes direct accountability for department results. Employee will be responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assists the Town Administrator on a variety of broad-based management issues; assists in the planning, analysis and implementation of Town-wide projects and initiatives; participates in various working groups/committees; develops complex analytical reports; coordinates projects for the Town Administrator.

Serves as a Town representative in a variety of forums and venues; acts on behalf of the Town Administrator in their absence; serves as acting Town Administrator when so designated by the Town Administrator or Select Board.

Develops and recommends to the Town Administrator administrative controls, policies and procedures regarding Town-wide administration; implements and enforces policies and procedures as directed; advises on the effectiveness of policies and procedures and keeps senior management informed on relevant issues.

Advises Town Administrator, Boards and Commissions on a wide variety of operational and administrative issues; ensures compliance with applicable federal and state laws, Town by-laws, Town policies and procedures and collective bargaining agreements.

In conjunction with Department Heads, develops long- and short-term policies and programs to coordinate the Town's land use and planning; administers and enforces all related town and state bylaws and regulations related to land use and planning.

In conjunction with relevant Department Heads, participates in and implements initiatives of the Economic Development Commission. Provides feedback and counsel, works with consultants and Commission members, and helps develop strategies to increase business relationships.

Works with various Department Heads to develop, implement, and oversee departmental policies, goals, objectives and budgets; coordinating with other departments for shared vision and strategies.

Provides support and guidance to department managers, Town staff and the public in areas pertaining to planning, economic and land development, land use, zoning, environmental and wetlands protection, open space conservation, historic preservation and housing initiatives.

Attends all Economic Development Commission Meetings. Attends Conservation, Planning Board, South Shore Coalition, Coastal Advisory Commission, Beach Commission and Community Preservation Committee meetings or other meetings as necessary or warranted.

Attends all meetings of the Town's Development Review Team and other assigned committees.

Work on special projects as assigned by the Town Administrator.

When required, troubleshoots and resolves problems regarding town services as they relate to developers, residents, and other interested parties. Mediates and resolves disputes as necessary.

Assists land use departments in addressing complicated, long term needs of the town such as infrastructure, foreshore protection, and the effects of climate change. Assists in responding to and complying with changing state and federal regulations.

Acts as liaison to Town Counsel on issues of land use and litigation with boards or committees where staff support is provided, such as land acquisition, housing regulatory agreements, and certain Community Preservation Act projects related to historic resources, open space and community housing.

Participates in negotiations on settlement offers dealing with litigation dealing with land development.

Assists in the oversight and compliance with restrictions placed on properties (Town and private) purchased or improved with Community Preservation Act funds.

Completes Requests for Proposals in order to attain new projects; provides project management for a variety of economic development, planning and land management assignments; sets work priorities and ensures timeliness of task completion; and works with consultants to ensure quality service.

Oversees and educates others about compliance with and components of the Town's Comprehensive Planning documents including, but not limited to, the Master Plan, the Open Space and Recreation Plan, Hazard Mitigation and Coastal Resiliency Plans, as well as FEMA maps.

In conjunction with relevant Department Heads, reviews and recommends changes to boards regarding current town and zoning bylaws.

Assists assigned Department Heads in the development, presentation and management of annual departmental budgets or contracts.

Recommends changes in the fee structure for the publications and services the Department provides. Ensures related websites are current, informative and responsive.

Seeks out and researches grant opportunities. Prepares and manages grant applications for the Town for private, Federal or State grants.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Master's Degree from an accredited college or university in Public Administration or related field preferred and seven (7) years of increasingly responsible experience in municipal administration, planning, regional planning, or community or economic development, including a minimum of three (3) years of administrative or supervisory responsibility; or any equivalent combination of education and experience. Must possess and have demonstrated strong management skills.

Knowledge, Abilities and Skills:

Knowledge: Operations, services and activities of a municipal planning and land use development functions helpful. Project management; staff supervision, training and performance management; and municipal budget preparation and administration. Pertinent Federal, State and local laws, codes and regulations.

Abilities: Ability to delegate to staff while providing periodic guidance, coaching and direction. Communicate effectively both verbally and in writing; excellent public relations skills to effectively deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with coworkers. Lead and direct the operations, services and activities of a municipal development department. Develop and administer department goals, objectives, and procedures.

Skills: Plan, organize, direct and coordinate the work of staff; select, supervise, train, evaluate, and discipline; delegate authority and responsibility. Research, analyze and evaluate new service delivery methods and techniques. Identify and respond to community, staff, Boards and Select Board issues, concerns and needs. Skills in diplomacy and negotiation. Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend courses of action. Prepare and administer budgets; prepare clear and concise administrative and financial reports. Interpret and apply Federal, State, and local policies, laws and regulations.

Special Requirements:

A candidate for this position should have a valid driver's license and safe driving record. CORI certification.

TOOLS AND EQUIPMENT USED

Office equipment (personal computer, telephone, calculator, copier, facsimile, etc.), and passenger vehicle.

PHYSICAL DEMANDS

Employee works in normal office conditions and may be in the field at construction, conservation or business sites. Employee is required to sit, talk, listen and use hand more than 2/3's of the time; stand, walk, stoop, kneel, crouch, crawl, and reach with hands and arms up to 1/3rd of the time. Work requires some agility and physical strength, such as moving in or about sites or over rough terrain or standing or walking. Occasionally may lift heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, the ability to adjust focus and distinguish colors. Equipment operated includes office machines, computers and motor vehicle.

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.