

## **DIRECTOR OF PLANNING AND DEVELOPMENT**

### **GENERAL PURPOSE**

Responsible for coordinating and managing the operations of the following departments; Building and Zoning, Conservation, Planning and Economic Development. 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, ace conservation, historic preservation and housing initiatives.

As a member of the senior management team, participates in setting the direction for the municipal organization, continually improve Town services, and appropriately allocate organizational resources across Town departments.

### **SUPERVISION RECEIVED**

Appointed and supervised under the direction of the Town Administrator. Employee plans and prioritizes work in accordance with standard procedures and previous training and is expected to solve problems. Employee has access to confidential information such as bid proposals, financial statements, lawsuits. Employee establishes own work plan and priorities, with unusual cases being referred to supervisor.

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 referred to supervisor or chairs of Conservation, Planning and Economic Development Commission.

Employee exercises supervision of departments involved with development of land, reducing reliance on the tax base and insuring the performance of various persons who may work for the Town on a contractual basis including architects, consultants, engineers and persons working in various trades.

Employee will be required to work outside of normal business hours.

### **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, Planning Board,

Conservation Commission and Board of Health. The employee is tasked with establishing guidelines, and 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 contacts

### **SUPERVISION EXERCISED**

Supervise four (4) Departments; Building and Zoning, Conservation, Planning and Economic Development, may oversee Health Department. 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 his/her direction and control. Significant amount of detail, each varying from one department to the next requiring the incumbent to approach workload with flexibility. Supervisory activities include establishing work procedures and performance, providing performance feedback, conducting formal performance reviews, assigning and reviewing work.

### **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.*

Develop long- and short-term policies and programs to coordinate the Town's land use and planning; administer and enforce all related town and state bylaws and regulations related to land use and planning.

Participates in and implements initiatives of Economic Development Commission. Provides feedback and counsel, works with consultant and Commission members, helps develop strategies to increase business relationships.

Develops, implements, and oversees departmental policies, goals, objectives and budgets, coordinating with other departments for shared vision and strategies.

Provide direction and support 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 and Planning Board or other meetings as necessary or warranted.

Attends all meetings of the Town's Development Review Team and Coastal Management Team. Work on special projects as assigned by the Town Administrator.

Troubleshoots and resolves problems regarding town services as they related to developers, residents, and other interested parties. Mediates and resolves disputes.

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 CPA projects related to historic resources, open space and community housing. Participates in negotiations on settlement offers dealing with litigation dealing with land development.

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

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

Oversees and educates others about compliance with and components of the Town's Master Plan and Open Space and Recreation Plan, Hazard Mitigation and Coastal Resiliency Plans as well as FEMA maps.

Reviews and recommends changes to boards regarding current town and zoning bylaws.

Prepare and present annual budget for supervised departments and monitors budgets.

Recommend changes in the fee structure for the publications and services the Department provides. Insures development related websites are current, informative and responsive.

Prepare and manage grant applications for the Town for Federal or State grants.

## **MINIMUM QUALIFICATIONS**

### ***Education, Training and Experience***

Master's Degree from an accredited college or university in public administration, urban planning, economic development, engineering, or related field, 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. AICP certification preferred.

### ***Knowledge, Abilities and Skills:***

***Knowledge:*** Operations, services and activities of a municipal planning and land use development functions. Principles and practices of planning and development program administration; application of economic development theory to mid-size community issues; short and long-term planning methods; conservation and environmental protections regulations, administration and evaluation; project management; staff supervision, training and performance management; and municipal budget preparation and administration. Pertinent Federal, State and local laws, codes and regulations.

***Abilities:*** 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. Ability to read plans and constructions details, use of geographic information systems (GIS), build consensus among disparate parties.

***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 Board of Selectmen 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. CORI certification.

### **TOOLS AND EQUIPMENT USED**

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

### **PHYSICAL DEMANDS**

Employee works in normal office conditions and is 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 1/3<sup>rd</sup> 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 and computers, 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.*

PAV;12/16