

TOWN PLANNER

Position Purpose:

The purpose of this position is to perform professional, technical and administrative work in planning and land use controls and coordinating both short and long range plans for the Town of Scituate. Performs all other related work as required.

Supervision:

Appointed by the Town Administrator, performs complex and responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's services. Supervises one planning assistant/support staff. Develops job directions, assigns tasks, provides instructions and evaluates personnel performance. Coordinates and directs work of project consultants and contractors. May supervise interns.

Works under the guidance of the Director of Planning and Development with policy direction of the Planning Board, coordinates activities with other development review staff and according to applicable Massachusetts General Laws, Town policies, Town bylaws and relevant state, federal and local regulations and standards. Special projects for the Director/Town Administrator as directed or warranted.

Job Environment:

Work is performed under typical office conditions; intermittent, inspection work is conducted in the field with exposure to various weather conditions.

Regularly operates a computer, telephone, copier, facsimile machine and other standard office equipment. Operates an automobile.

Makes frequent contacts with the general public, town department heads, attorneys, consultants, engineers, land surveyors, developers, contractors, financial institutions, regional planning commission, business owners, applicants, various state agencies, Planning Board members and other Town Planners. Contacts are in person, in writing, and by telephone and via standard reports. Contacts require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related confidential information including Planning Board executive session discussions related to pending litigation and/or negotiations, bid proposals and personal information about citizens and developers related to planning programs and proposed developments.

Errors could result in significant confusion and delay, loss of department services and have town-wide financial repercussions, adverse public relations and could cause exposure for certain legal liabilities.

Essential Functions:

(The essential functions or duties listed below 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.)'

Develops and implements policies and initiatives that fulfill the land use, preservation and open space related goals of the residents of the Town of Scituate in a manner consistent with state and local laws, bylaws, regulations and Town's Master Plan with professional planning principles applied.

Conducts planning studies regarding future development in the town; reviews existing planning and zoning guidelines and by-laws and makes recommendations for revisions; develops and maintains computerized data base for planning, such as project files, planning decisions, traffic analysis, census, economic data, mapping, etc.; serves as staff liaison between Planning Board and other town departments and agencies.

Administers the Town's land use processes with respect to the Planning Board and as assigned; coordinates the Development Review Team activities; coordinates all Planning Board actions. Ensures compliance with all Planning Board approvals, permits and within statutory requirements; drafts and proposes amendments to the Zoning Bylaws as needed. Prepares all required reports. Coordinates town departmental reviews of projects submitted for Planning Board review. Insures that all legally required deadlines are met.

Exercises considerable independent judgement in rendering professional advice and recommendations to the Planning Board; evaluates plans, subdivision regulations, and site plan reviews, applications for special permits for development, and decisions relating to all areas of community planning and development in accordance with the State Zoning Act, Subdivision Control Law, Stormwater Guidelines, Scenic Road Act and other applicable regulations and the Town's Zoning Bylaws and Subdivision Regulations, Stormwater Bylaw and Regulations and Scenic Road Bylaw.

Provides administrative support to the Planning Board; prepare agendas for and attends meetings, researches applications and petitions, administers policies and procedures, manages preparation of minutes of Planning Board meetings and hearings; and provides other information or assistance as need. Provides support to other town boards and committees as assigned (such as Community Preservation Committee, Economic Development Commission, Zoning Board of Appeal) and other departments, boards and committees;

Advises Director of Planning and Development, Planning Board, and other municipal boards and committees on potential projects and grants; seeks grant programs for funding, writes and administers grant proposals and applies for and manages grants; oversee projects to ensure compliance with grant requirements and community objectives.

Participates in plan review process; prepares information and summary reports; makes recommendations to the Planning Board on development proposals. Coordinates with applicant on behalf of the Town. Conveys Planning Board policies to developers, the general public, town

boards and department. Works with developers, engineers, attorney and other involved with the development process; negotiates approval conditions with applicants including public infrastructure improvements requested by town departments.

Prepares and submits annual operating budget and annual report for Planning Board; administers approved budgets and monitors expenditures in a detailed and accurate manner. Manages budgets of special projects (such as peer review, grants, etc.).

Serves as a key staff person to support economic development activities as directed by the Director of Planning and Development; researches and prepares applications and plans to establish new development scenarios, funding programs and incentives for businesses; works with Director, consultants and Economic Development Commission, and private businesses to attract new businesses and economic investments. Administers contracts awarded under Requests for Proposals.

Prepares and processes RFPs and RFBs for professional services, property, acquisitions/dispositions, and building projects.

Initiates, and/or assists and advises other departments and the Director in regard to, enforcement action necessary when violations of Planning Board approvals or applicable town bylaws occur including conditions imposed by the Planning Board; stormwater issues and the monitoring progress on all residential, commercial and industrial developments; oversees the inspection of projects under construction. Assists the Town's legal counsel in preparing Planning Board court cases and testifies at court hearings as required.

Oversees us of the Town's website calendar and pages for the Planning Board posting of their notices and announcements, project plans, and documents. Maintains the Town's GIS mapping and database and/or assists in maintenance of same. Maintains other development and related databases as required.

Prepares recommendations, draft decisions and other documents for Planning Board action. Oversees the preparation of agendas and minutes. Oversees, develops, implements, and administers various planning studies relating to land use, development, and infrastructure improvements; provides recommendations regarding town land; participates in and may oversee development and updating of the Town Master Plan in support of the Planning Board.

Prepares proposed amendments to the Zoning bylaw, General Bylaw, and other local regulations in consultation with the Planning Board, Director of Planning and Development and other departments as necessary, including preparation of materials for Town meeting and Attorney General review.

Provides technical and professional advice, assistance, and support to various boards/committees/departments, business and community groups.

Serves as Town and Planning Board liaison with various regional, State, and Federal officials and public and nonprofit organizations regarding planning/development issues affecting the community.

Provides information and assistance to other town departments and the public regarding zoning, site plans, subdivisions, and other topics; responds to inquiries or complaints and explains policies and procedures.

Assists public with technical and professional advice on stormwater and land use.

Facilitates public input on various planning initiatives through public meetings, workshops and other means.

Assists individuals in person, via email, or by telephone, providing information relative to departmental procedures and responds to inquiries and mail requiring the personal attention of the department head.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's degree in Planning or related field, and five years of experience as a Town Planner or a similar municipal government capacity; AICP strongly preferred; or any equivalent combination of education, training and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of planning and zoning. Working knowledge of Massachusetts land use laws and case law. Knowledge of the principles and applications of geographic information systems. Thorough understanding of state and local zoning bylaws, subdivision regulations, state and local stormwater guidelines, bylaws and regulations and the State Scenic Road Act.

Ability: Ability to establish and maintain effective working relationships with town officials, community groups, and the general public. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time. Ability to make public presentations. Ability to interpret and apply regulations; develop and manage multiple projects and to conduct field visits; use office software including GIS applications, spreadsheets, and word processing; read and interpret topographic and other plans, blueprints, and maps; and to research and compile data through multiple sources including the internet.

Skill: Skill in operating computers and utilizing appropriate software applications. Excellent organizational skills. Excellent communication (written and verbal), computer, negotiation and presentation skills. Establishes effective working relationships with town staff, outside officials, contractors, developers, attorneys, and the general public.

Special Requirements:

Class II Driver's License

Physical Requirements:

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.

Minimal physical effort is generally required to perform administrative duties; moderate physical effort is required to perform field work. The employee is frequently required to speak and hear and use hands to operate equipment. Ability to read and analyze documents and plans and use technical software on a computer for extended periods of time. The employee must be able to operate a motor vehicle. Frequently lifts between 10 – 30 pounds including plans, books, and office materials.

(This 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.)

PAV4;17
Revised 4;24/17