

JOB TITLE: PLANNING DIRECTOR

Job Description: Responsible for directing all programs regarding municipal planning, zoning, and subdivision matter within the Town as delineated by State statute and local subdivision rules and regulations. Places particular emphasis on comprehensive planning to facilitate the Town's orderly growth, in terms of both residential and non-residential properties. Reviews all development plans for compliance, working with consultants as necessary, ensures plans are developed as approved, and directs all long-range planning efforts. Exercises considerable independent judgement in rendering professional advice to the Planning Board on the administration of subdivision/site plan rules and regulations, the evaluation of subdivision/site plans, preparation of proposed amendments to the zoning regulations, and the preparation of grants, growth plans, capital plans, and special projects. Acts as primary staff contact for industrial and commercial developers and users.

Accountability: Reports to Community Development Director. Performs highly responsible and complex duties requiring considerable knowledge and independent judgement; making decisions based on technical judgment of Federal, state and local laws and regulations. The individual is evaluated through conferences, reports, and program results.

Supervision Exercised: Supervises all administrative assistant staff positions serving Town land use boards and building officials. Assists the Director in the selection, separation, and discipline of the department staff in accordance with Town policies. In the absence of the Community Development Director, assumes his/her duties.

Equipment Used: Computer, calculator, office machinery, engineering copier, telephone, automobile, shovel, tape measure, level, handheld GPS receiver, and GIS software applications

Environment: Inside 80% Outside 20%

Duties and Responsibilities: *Except as specifically noted, the following functions are considered essential to this position.*

- Plans, organizes and directs all planning activities; assigns projects to staff members; reviews progress of projects; provides guidance and instruction when necessary.
- Facilitates, in a collaborative manner, all long-range planning, including the development, updating and implementation of the Master Plan; and assists the Town in creating a vision for its future and recommends strategies for realizing that vision.
- Collaborates with other Town Departments, particularly Fire, Police and Highway Departments, to ensure development is consistent with public safety emergency response master planning.
- Provides technical assistance and policy recommendations to the Planning Board, Board of Selectmen, and special committees on matters related to land use and land use development.
- Coordinates and participates in Technical Review Committee meetings.
- Reviews Planning Board applications for conformance with regulations and ordinances, prepares staff reports on plan reviews, and works with other Departments for compliance with their regulations and ordinances. Responsible to generate and present staff reports to the Planning Board with recommendations on the acceptability of proposed plans. Works closely with outside engineering firms to ensure technical accuracy.
- Exercises judicious and clear leadership in support of the Planning Board to assist in strengthening its deliberations and decisions by devising and administering improved, thorough and streamlined review procedures.
- Makes annual recommendations to the Planning Board on updating Zoning Ordinances, subdivision regulations, and site plan regulations in order to meet the changing requirements and needs of the Town as well as to comply with changes in federal and state regulations.

- Periodically reviews and makes recommendations to the Planning Board on application and fee updates.
- Provides or oversees staff support to the Planning Board in drafting public hearing notices, meeting agendas, notices of decision, Board memos, and organizing workshops.
- Coordinates the interests of public and private developers with those of the general public to encourage the most suitable development of the Town's resources.
- Provides technical assistance to the general public regarding rules, regulations, and policies guiding land use and development. Meets with landowners and land developers regarding land development processes, feasibility, and permitting. Talks with abutters and the general public in the office to explain plans and applications before the Planning Board.
- Coordinates planning efforts with the regional Planning Commission, Office of Energy and Planning and other state and federal agencies, collaborating with the Community Development Director as necessary.
- Provides staff support to the CIP Committee and acts as a liaison to other Departments and Committees/Commissions in collecting CIP information.
- Solicits and secures funds to support planning related activities; researches the availability of grants and writes applications for same; administers grant programs when funds are awarded, as appropriate.
- Organizes, consolidates, and updates local demographics in order to project future trends in land use and the need for capital improvements.
- Completes research for and preparation of general planning studies and projects.
- Serves as liaison between various boards, commissions and governmental agencies.
- Assists the Code Enforcement Officer with on-site inspections of properties sites for potential zoning, regulations, and approval violations.
- Performs site inspections for approved plan compliance prior to Certificates of Occupancy being issued for residential and non-residential developments and prior to financial releases.
- Provides information to the IT Director in order to help maintain the GIS mapping and information system.
- In conjunction with the Community Development Director, coordinates the daily operations of the Department; provides overall management of department-related planning issues.
- Directly supervises the Department's administrative support staff, subject to final oversight of the Director. Manages work plans to accomplish departmental goals and objectives. Provides written input into the annual evaluations of staff. Handles personnel matters of a sensitive/confidential nature.
- Collaboratively with the Community Development Director, participates in departmental budget preparation and administration, and monitors and controls expenditures.
- Prepares reports on operations and activities, recommending improvements and modifications.
- Attends substantial number of evening, and occasional weekend, meetings.
- Attends trainings on relevant topics as required.
- Serves as acting Community Development Director in his/her absence.
- Performs other related duties as required.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements

LIFT up to 10 lbs: Frequently required.

LIFT 11 to 25 lbs: Occasionally required.

LIFT 26 to 50 lbs: Rarely required.

LIFT over 50 lbs: Rarely required.
Assistance may be available.

CARRY up to 10 lbs: Frequently required.

CARRY 11 to 25 lbs: Occasionally required.

CARRY 26 to 50 lbs: Rarely required.

CARRY over 50 lbs: Rarely required.
Assistance may be available.

REACH above shoulder height: Occasionally required.

REACH at shoulder height: Frequently required.

REACH below shoulder height: Frequently required.

PUSH/PULL: Frequently required.

HAND MANIPULATION

GRASPING: Constantly required.

HANDLING: Constantly required.

TORQUING: Occasionally required.

FINGERING: Frequently required.

CONTROLS AND EQUIPMENT: Motor vehicles, computer, calculator, telephone, copy and fax machines, blueprint equipment, and other office machines.

Other Physical Considerations

TWISTING: Frequently required.

BENDING: Frequently required.

CRAWLING: Occasionally required.

SQUATTING: Occasionally required.

KNEELING: Occasionally required.

CROUCHING: Occasionally required.

CLIMBING: Frequently required.

BALANCING: Occasionally required.

Work Surface(s):

Standard office desk/chair. Computer table. Concrete/asphalt; wet/dry/icy; hilly/rough terrain in performance of outside duties.

DURING AN EIGHT HOUR DAY EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hrs</u>	<u>Total Hrs</u>
Sit	2	4
Stand	1	2
Walk	1	2

Cognitive and Sensory Requirements:

TALKING: Necessary for communicating with others.

HEARING: Necessary for receiving information, instructions, etc.

SIGHT: Necessary for doing job correctly and effectively.

WRITING: Necessary for preparing reports for Town, State, and Federal governments.

TASTING & SMELLING: No special requirements.

Specific Vocational

<u>Preparation Requirements:</u>	<input type="checkbox"/> Short demonstration only	<input type="checkbox"/> 1 to 2 years
	<input type="checkbox"/> Any beyond short demonstration up to and including 30 days	<input type="checkbox"/> 2 to 4 years
	<input type="checkbox"/> 30 to 90 days	<input checked="" type="checkbox"/> 4 to 10 years
	<input type="checkbox"/> 91 to 180 days	<input type="checkbox"/> Over 10 years
	<input type="checkbox"/> 181 days to 1 year	

License/Certification Requirements: Valid Driver's license. American Institute of Certified Planners [AICP] certification required.

Knowledge, Skills, and Abilities Required:

Thorough knowledge of principles and practices of land use planning and civil engineering, including septic, stormwater, water, and roadway construction practices and materials used.

Knowledge of State and local laws and regulations pertinent to planning, design, and construction.

Knowledge of Town Ordinances, including subdivision, and site regulations, as well as State and Federal regulations.

Knowledge of principals and methods of surveying and design.

Knowledge of principles and practices of supervision, training and personnel management; ability to plan, organize, direct and effectively supervise the work of others.

Knowledge of budgeting procedures and techniques.

Must be innovative, detail-oriented, and experienced in projects of a highly visible/controversial nature.

Capable of managing multiple, high-priority assignments and the ability to prioritize assignments to meet deadlines.

Strong analytical skills to interpret research data for reports and apply mathematical techniques in practical situations.

Ability to keep accurate records and to effectively communicate verbally and in written form.

Ability to establish and maintain effective working relationships with other Town officials, State and Federal authorities, contractors, and the general public.

Ability to multi-task and prioritize work with multiple deadlines.

Minimum Qualifications Required: Bachelor's Degree in City, Town or Regional Planning, with at least three (3) years or a Masters Degree in City, Town, or Regional Planning with at least two (2) year of progressively responsible experience with work experience emphasizing planning and land use law which includes at least one (1) year of management or supervisor experience. Strong background in Planning, preferably in municipal government; experience in enforcement of municipal land use codes, OR any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills, and abilities.

Summary of Occupational Exposures:

Work is performed under varied conditions involving some disagreeable factors such as climatic conditions, dirt and dust, vermin, and possible exposure to falling objects while reviewing projects under construction or investigating complaints.

Exposure to high noise level from heavy compacting and road maintenance equipment.

Other Considerations and Requirements:

Candidates will be subjected to criminal and financial background checks. Psychological testing and polygraph may be administered prior to employment. Required to take and pass a physical exam after a conditional offer of employment.

Candidate should possess initiative, resourcefulness, strong interpersonal skills and sound judgment.

Position requires attendance at evening meetings.

Physical Exertion/Environmental Conditions:

Considerable physical effort required in walking, standing, and climbing while performing inspections and investigations.
