

**TOWN OF NORTHBOROUGH**  
***JOB DESCRIPTION***

<b>JOB TITLE:</b>	Town Planner	<b>DATE:</b>	July 2008
<b>DEPARTMENT:</b>	Planning	<b>GRADE:</b>	G
<b>REPORTS TO:</b>	Town Administrator		

**SUMMARY**

Responsible for managing the Town's planning department. Responsible for the project management of a variety of planning studies to include assisting the public, developers, contractors, and realtors in the application and review process, reviewing subdivision and site plan applications, and coordinating the processing of the application through various Town departments. Provides information on land use and land development. Also coordinates the development of zoning bylaws and regulations and the updating of the Town's Master Plan.

**ESSENTIAL FUNCTIONS**

Manage the Planning function to include the supervision of staff and operations. Develop, manage and monitor the annual operating budget and capital improvement plan.

Oversee the management and maintenance of documents, demographical and statistical data.

Administer the Town's subdivision regulations, Master Plan, and Zoning Bylaws.

Assist developers, engineers, realtors and the general public through the application and review process by explaining land use plans, procedures and policies.

Review subdivision and site plan applications for completeness and conformity to local bylaws as well as the review of conditional uses and variance appeals.

Coordinate the aspects of the subdivision application and site plan review with Town departments.

Respond to inquiries by telephone and in-person from the general public, other Town departments, engineers, and developers.

Develop zoning bylaws and subdivision rules and regulations for approval.

Conduct research in land use, planning, community development, and open space.

Research and apply for grant funding. Write grants and administer grants relative to planning, economic development and open space projects. Prepare request-for-proposals, coordinate the procurement and interview process for the hiring of consultants for various planning studies.

Prepare agendas for Planning Board; staff meetings; prepare reports; write decisions; record decisions; manage sub-division bond accounts.

Prepare agendas for Open Space Committee; staff meetings; write reports; research potential land acquisitions; explore funding sources.

Town Planner  
March 2005

## **TOWN OF NORTHBOROUGH**

### ***JOB DESCRIPTION***

Prepare agendas for the Community Preservation Committee, staff meetings, write reports, research

Prepare agendas for Zoning Board of Appeals; prepare reports; write decisions; record decisions;

Coordinate the updating of the Master Plan which can include preparing a request-for-proposal, staffing a committee, interviewing consultants, organizing public meetings, coordinating work activities, work product and recommendations.

Coordinates comprehensive permit developments for Town.

Prepare Town Committees for Town Meeting; write warrant articles; present at public hearings and town meeting.

Act as Project Manager on a wide variety of planning studies and projects, preparing statistical reports, analyses and reports that require working with the public, developers, other town boards, consultants, public agencies, citizen groups, and other towns.

#### **MANAGEMENT RESPONSIBILITIES**

Supervise less than 5 employees in such position titles as Administrative Assistant. Supervisory activities include responsibility for performance management, hiring, conducting employee orientation, scheduling work hours/granting time off, providing training and development, assigning/reviewing work, rewarding/disciplining staff, and managing employee compensation.

#### **SECONDARY RESPONSIBILITIES**

- Coordinates with the Town's Recreation Director the Town's annual Applefest celebration as it relates to showcasing community businesses.
- Assist public in person or on phone with conservation, engineering, and building questions when other staff is not available.

*Performs other position-related duties, as assigned.*

#### **QUALIFICATIONS**

##### **Minimum Training and Experience**

Requires a minimum of a Master's degree in urban or regional planning, environmental law, or public administration with 4 years' planning experience; or any equivalent combination of education and experience. A Certificate as a Planner is preferred.

Requires possession of a valid Massachusetts Class D motor vehicle operator's license.

##### **Minimum Knowledge, Skills and Abilities**

Requires thorough knowledge of zoning bylaw, subdivision rules and regulations and applicable state statutes, municipal land use planning, graphics and layout, grant writing, and budget development. Requires ability to

## **TOWN OF NORTHBOROUGH**

### ***JOB DESCRIPTION***

read and interpret engineering drawings and development proposals to assure conformance with good planning and land use practice and for compliance with development regulations.

Requires the ability to interpret regulations firmly tactfully and impartially. Ability to conduct independent research and to analyze and interpret results.

Ability to communicate effectively, orally and in writing to a diverse audience. Requires the ability to communicate confidently in front of large groups.

Requires computer skills in word processing, spreadsheets, databases and geographic information systems for map creation.

Requires familiarity with personnel practices.

Requires knowledge of municipal finances in order to prepare and manage budgets.

Requires excellent planning, time management and organizational skills.

#### **Knowledge Proficiency**

In order to be considered proficient in the position, the employee must demonstrate:

- advanced knowledge of planning, Information Systems as it applies to department-specific software applications and geographic information systems tools and analysis, finance as it relates to budget development and grant management, conservation for open space planning, engineering, assessor's office, and inspection services as well as a basic knowledge of the functions and operations of other Town Departments,
- thorough understanding of Town by-laws,
- solid understanding of Town geography, streets and numbering system,
- proficiency in department's specific software applications and databases.

#### **Tools and Equipment Used**

The employee is required to use a personal computer and general office equipment. The employee is required to operate a Massachusetts Class D motorized vehicle.

#### **Physical Demands**

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is required to talk, hear, and sit. Occasionally requires walking, and standing. The employee in this job is required to carry/lift no more than 10 pounds intermittently.

The employee must have good vision to view computer screens, numbers, reports, maps and printouts for analytical purposes. Requires manual dexterity in combination with eye-hand coordination for keyboard input, and data entry.

#### **Work Environment**

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable

Town Planner

March 2005

**TOWN OF NORTHBOROUGH**  
***JOB DESCRIPTION***

individuals with disabilities to perform the essential functions of the job. Work is performed in an office setting.