



## **TOWN OF NORTHBOROUGH**

Town Offices  
63 Main Street  
Northborough, MA 01532-1994  
(508) 393-5040 Phone  
(508) 393-6996

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### **EMPLOYMENT OPPORTUNITY**

#### **Town of Northborough**

#### **Town Planner**

**November 29, 2021**

The Town of Northborough seeks qualified applicants for the full-time position of Town Planner. This position is responsible for providing professional, administrative, technical, supervisory, policy direction, and overall management of the Planning Department and other land use and community development related functions within the Town. Administers the Town's subdivision regulations, Master Plan, and Zoning Bylaws. Assists developers, engineers, realtors and the general public through the application and review process by explaining land use plans, procedures and policies. Provides leadership and direction in the development of short- and long-range plans and projects. Serves as an advisor and administrator to the Planning Board, Zoning Board of Appeals, Open Space Committee, and Community Preservation Committee. Coordinates the updating of the Master Plan and coordinates recommendations. Develop zoning bylaws and other related rules and regulations in preparation for town meeting, write warrant articles, present at public hearings and town meeting.

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 thorough knowledge of zoning bylaw, subdivision rules and regulations and applicable state statutes, municipal land use planning, and budget development. Ability to communicate effectively, orally and in writing to a diverse audience. Requires ability to communicate effectively and confidently in front of large groups. Salary range: \$80,551 - \$104,716. Includes excellent benefits package including vacation, sick leave, pension, and health benefits. Requires possession of a valid Massachusetts Class D motor vehicle operator's license.

Please send a cover letter and resume to: Becca Meekins, Assistant Town Administrator, 63 Main Street, Northborough, MA 01532, or by email to [townadmin@town.northborough.ma.us](mailto:townadmin@town.northborough.ma.us). Priority consideration will be given to applications received by December 20, 2021; however, the position will remain open until filled. AA/EOE