

**Position Purpose:**

The Town Planner serves as a visionary and subject matter expert in potential land use concept, ideas, and plans, providing professional, management, and technical work assisting a wide range of Town Boards/Committees/Departments with all aspects of land use planning including zoning, site plan, growth management and subdivision matters as delineated by state statute, local by-laws, local subdivision rules and regulations.

Reviews applications for site plans, subdivisions, special permits and land use/development permits. Pre-reviews plans and submit to Planning Board. Responds to questions, comments, inquiries on process and procedures for approvals. Prepares and manages Planning Department budget. Directs and assists the Planning Board Administrative Assistant with inquiries, public hearing arrangements, approvals from Planning Board, and maintaining Planning Board files. Interprets, administers and recommends site plans, special permits, zoning bylaws, and subdivision rules and regulations. Completes applications for grants and initiatives.

The employee exercises responsibility for the development of Town land use policies, procedures, goals, and objectives.

**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.)*

- Assists in the formulation of policies, plans and regulations including overseeing the creation and maintenance of Master Plan and establishing planning goals and priorities.
- Provide leadership and subject matter expertise related to town planning and planning activities.
- Conducts planning studies and analysis regarding future development. Prepares and presents technical, statistical and narrative reports and studies as required.
- Researches and identifies alternative sources of funding including public or private grant funds.
- Attends and participates in various board, committee, or agency/commission meetings as necessary, including evening and weekend meetings.
- Coordinates various projects, applications, issues and problems for inter-department solutions.
- Provides high quality, high availability customer service with anyone who seeks assistance understanding Sterling's Protective Bylaws including inquiries regarding town planning goals, programs, bylaws, regulations, land use, etc.
- Provides policy and regulatory guidance requested for data gathering or approval process.
- Provides expertise related to beautification projects, business and neighborhood development, historic preservation projects, etc.
- Monitors and ensures compliance of legislation and regulatory changes. Communicates changes as required.
- Coordinates Town planning programs with regional, state and federal planning agencies.
- Assists department heads with complex projects. Coordinates with Building, Safety, Fire, DPW, Engineering, Conservation, and Board of Health, Board of Selectmen, Assessors and Police.
- Serves as technical advisor in the field of planning, land use, and growth management.
- Conducts field and site visits as required and/or requested.
- Consults with contracted engineers and other consultants as appropriate to review site, subdivision, parking and landscaping plans, special permit applications and all other technical documents for conformance with local by-laws, the Master Plan and all other applicable regulations and guidelines, resolving and/or noting questions, issues or concerns prior to official action.
- Researches issues, questions and concerns and provides public written or presentation response.

- Reviews data from environmental studies, marketing and housing studies, and from population demographics. Incorporates data into problem solutions.
- Interacts with Town attorney to obtain advice on legal issues, to review documents and contracts, and for planning and zoning inquiries.
- Reads and interprets plans and blueprints.
- Provides administrative support to the Planning Board.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience**

Bachelors' degree in Planning or a related planning field or a Master's degree in Planning or a related field plus 5-7 years' experience in municipal or regional planning or an equivalent combination of education, training and experience are required. AICP Certification is preferred. Valid driver's license; must be able to drive a motor vehicle.

***Special Requirements:***

Excellent knowledge and understanding of local and state regulations, MGL, Subdivision Rules and Regulations, The Zoning Act, Town Bylaws, the ANR handbook, Municipal Planning and Subdivision Legislation, Open Meeting Law and Robert's Rules.

**Knowledge:** Knowledge and proficient experience in researching, land use, economic development, and advanced planning processes. Proficient knowledge of municipal budgeting, grant management, and statistics. Excellent knowledge in project management, collaboration and partnership building. Knowledge of state, federal, municipal, and local government rules, regulations, policies and procedures.

**Ability:** Ability to interact appropriately and tactfully with the internal and external customers; ability to provide quality application of technical skills; ability to maintain detailed and accurate records; ability to learn, understand and explain needs of customers. Ability to work nights, weekends, and Holidays. Ability to explain technical planning processes, issues, and solutions to the public and customers; ability to work independently; ability to meet deadlines. Ability to collaborate and appreciate other's viewpoints.

**Skills:** Excellent interpersonal skills, organizational, partnership-building and customer service skills. Demonstrated experience providing customer service to internal and external customers using tact, proper judgment, courtesy, respect and discretion. Proficient analytical, creative, and research skills. Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach. Accomplished in demonstrating adaptability, and able to present and accept a diverse perspective. Proficient skills to manage complex projects, skills to analyze and interpret data, and demonstrated advanced planning skills. Excellent presentation, written and verbal communication skills. Basic computer skills including MS Office Suite applications and GIS. Basic computer skills to use existing software applications and to learn and use new software applications.

**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.*

While performing the duties of this job, the employee is required to communicate, talk and hear, and use hands to finger, handle or feel. Occasionally the employee is required to stand, walk, sit, stoop, kneel, crouch or crawl, and reach with hands and arms. The employee must lift and/or push/move

objects weighing up to 50 pounds. This position requires the ability to operate a keyboard at efficient speed. Ability to operate a motor vehicle to transact business.

**Supervision:**

*Supervision Scope:* Performs varied and responsible functions requiring expert understanding of municipal planning, local and state regulations, MGL, Subdivision rules and regulations, the Zoning Act, Town Bylaws, the ANR handbook, municipal planning and subdivision legislation, Open Meeting Law and Robert's Rules and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

*Supervision Received:* Works under the broad guidance of the Planning Board. Duties require the ability to plan and perform operations, independently complete tasks, and to set and meet deadlines.

*Supervision Given:* Supervises all office staff.

**Job Environment:**

- Work is performed in an office environment with exposures to extremes of heat and cold, not weather related with moderate noise levels, and occasionally in outdoor weather conditions.
- Work is subject to fluctuations, and administrative deadlines.
- Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment.
- The employee has constant contact with the public and frequent contact with architects, engineers, land surveyors, lawyers, regional planning agencies, and state agencies. Communication is by telephone, email, in person and in writing.
- The employee has access to confidential data.
- Errors could result in delays and or loss of service, monetary loss, and legal ramifications.

*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.*

***Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer***