

ASSISTANT PLANNER

JOB SUMMARY

This is a highly responsible position implementing the planning and zoning processes of the Town. Individual provides administrative and technical support, as required and directed, to the Director of Community Development and Planning & Zoning Administrator in overseeing the overall land use planning and development objectives of the Community Development Department.

SUPERVISION RECEIVED

Individual works under the general direction of the Planning & Zoning Administrator, performing work in accordance with standard practices and previous training. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities.

SUPERVISION EXERCISED

Organizes and oversees the successful implementation of the Department's internal policies and procedures relating to the support of the Planning Board and the Zoning Board of Adjustment. All work is performed in conjunction with other staff and under the general supervision of the Planning & Zoning Administrator and Director of Community Development.

EXAMPLES OF DUTIES

The essential functions or duties listed below are intended to be representative of the various types of work that may be required to 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, or extension of, the intent of the Position.

1. Under the direction of the Planning & Zoning Administrator, carries out the development review process including coordinating all land use board actions, ensuring compliance with all statutory requirements, and preparing staff and department reports for submittal to land use boards, other boards and departments, and non-Town agencies.
2. Coordinates approval conditions, stipulations and requirements; and reviews final site and subdivision plans and documents for compliance and accuracy. Processes required legal documents related to Planning Board and Zoning Board of Adjustment decisions and actions.

3. Conducts research related to land use applications, including site visits, as needed and directed by the Planning & Zoning Administrator.
4. Attends meetings of the Zoning Board of Adjustment, Planning Board, and other boards and committees as assigned by the Planning & Zoning Administrator, and acts as a Department resource to such boards and committees.
5. Maintains, examines, reviews and processes all required documents and records according to Department policies and procedures.
6. Insures administrative support to the Zoning Board of Adjustment, and Planning Board, including preparation of agendas, legal notices, memos, records of decision, and review of minutes.
7. Maintains accurate records (including Minutes) of land use permit applications and decisions; and prepares periodic reports as needed to meet the Department's statutory and internal reporting requirements
8. Inspects completed commercial/industrial sites to verify that drainage, pavement, lighting and landscaping are in compliance with approved plans. Investigates alleged subdivision, site plan, and zoning violations, and tracks and assists with enforcement activities by various departments to bring violations into compliance.

A more detailed job description may be requested through the Community Development Department.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individual shall be knowledgeable in land use matters such as planning, zoning and other matters pertinent to the local government environment, be skilled in working with the public and their concerns, be able to communicate effectively orally and in writing, and possess a valid driver's license.

MINIMUM QUALIFICATIONS REQUIRED

The successful candidate for this position should have a Bachelor's Degree in Planning or a related field and three (3) years of progressively responsible experience as a planner in a municipality or state agency; or an equivalent combination of education and experience.

WORKING CONDITIONS

The Planner must be comfortable working with persons representing a wide variety of disciplines, from chief executive officers to sub-contractors and must appreciate their

various perspectives. Clientele include attorneys, engineers, developers, commercial entrepreneurs, homeowners, and lessees. Perspectives include those of the landowners/ users to abutters and affected neighbors, local elected/ appointed officials, other municipal department heads and their staff, state and federal officials, and representatives of private/ special interest groups. The normal hours of work during the work week are expected to include at least one evening meeting per week.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others, providing instruction and providing public presentations.

Hearing: Necessary for communicating with other, and receiving information.

Sight: Necessary for doing job effectively and correctly.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

ENVIRONMENT: Inside: 80% Outside: 20%

EQUIPMENT USED: Computer, telephone, copy and FAX machine, calculator, automobile, audio/video equipment, camera.

HAND MANIPULATION

Grasping: Occasionally required.

Handling: Frequently required.

Torquing: Not required.

Fingering: Frequently required.

CONTROLS AND EQUIPMENT: Computer, telephone, copy and FAX machine, calculator, automobile, audio/video equipment, camera.

LICENSURE/CERTIFICATION REQUIREMENTS:

See Job Description.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

See Job Description.

Specific Vocational Preparation Requirement(s):

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently required.
LIFT 11 to 25 lbs.: Occasionally required.
LIFT 26 to 50 lbs.: Not required.
LIFT over 50 lbs.: Not required.

CARRY up to 10 lbs.: Frequently required.
CARRY 11 to 25 lbs.: Occasionally required.
CARRY 26 to 50 lbs.: Not required.
CARRY over 50 lbs.: Not required.

REACH above shoulder height: Occasionally required.
REACH at shoulder height: Occasionally required.
REACH below shoulder height: Occasionally required.
PUSH/PULL: Not required.

OTHER PHYSICAL CONSIDERATIONS

Twisting: Rarely required.
Bending: Occasionally required.
Crawling: Not required.
Squatting: Not required.
Kneeling: Not required.
Crouching: Not required.
Climbing: Rarely required.
Balancing: Rarely required.

WORK SURFACE(S)

Standard office desk and chair. Carpet and tile floors. Occasional outdoor finished, rough and/or natural surfaces.