

Assistant Planning Director

Position Purpose

Under the direction of the Director of Planning and Community Development, the Assistant Planning Director performs responsible professional and administrative work assisting the Director, the Planning Board, the Select Board, and various other Town-appointed boards and committees. The position is the Department's point person for stormwater management permitting, Stormwater Management Permit compliance, transportation initiatives, and special projects including research, data collection, application review, and permitting for proposed land uses. Tasks include performing a wide variety of complex administrative duties under broad supervision of a department head or executive administrative employee. Work requires initiative and independent judgment in the application of prescribed policies, procedures, and methods. Performs all other related work as required.

Supervision

Supervision Scope: Performs varied and responsible functions requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. The position is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring the position to approach the workload with flexibility.

Supervision Received: Works under the direction of the Director of Planning and Community Development, following department rules, regulations, and policies, requiring the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedule. Functions to assist the Director in the review of plans, applications, and other submittals in connection with land use applications, as well as with special projects and long-range planning initiatives.

Supervision Given: Provides functional guidance to other office staff within the department and in other Town departments.

Work Environment

Work is performed in a typical municipal office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions. Operates all department computers and technologies, calculator, telephones and/or dispatching equipment, copier, facsimile machine, and all other standard office equipment. Some equipment may be specialized to a particular department.

Makes frequent contact with Town department staff, public officials, general public, vendors, consultants, and outside agencies and organizations. Contacts require a high degree of tact, diplomacy, and confidentiality.

Errors and poor performance could result in delay, loss of service, confusion, adverse publicity, missed deadlines, and possible financial and legal implications.

Has access to department-related confidential information.

Essential Duties and Responsibilities

The essential functions or duties listed below are illustrations of the type of work 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.

- Processes applications primarily for Stormwater Management Permits, may also include Earth Removal Permits, Special Permits, Site Plans, Subdivisions, and Approval Not Required (ANR) Plans.
- Assists in oversight of all details of the application and approval process, including coordination of public hearings, site visits, and inspections.
- Performs review of project submittals for compliance with state and local bylaws and regulations, and coordinates with other Town departments as part of a comprehensive review process under pressure of specific deadlines.
- Coordinates review by outside consultants where applicable.
- Research, interpret, and make recommendations related to Town transportation and parking policies and zoning bylaw provisions, transportation standards, and transportation/mobility best practices.
- Performs community relations and outreach to promote goals and educate residents, local businesses, local colleges, social service agencies and town departments on transportation services with a particular focus on the needs of transit dependent individuals
- Prepares decisions for board/committee/commission votes.
- Monitors construction to ensure permit compliance and enforces remedial action if needed.
- Supports various Town appointed boards and committees (including but not limited to Planning Board, Transportation Committee, Community Preservation Committee, Historic Commission, Historic Districts Commission, Earth Removal Board, Land Acquisition Committee, Zoning Board of Appeals, and Design Review Board)., attends meetings as necessary, makes presentations, and provides advisory input as needed.
- In coordination with Town and Department Management, administers, and develops transportation initiatives and metrics on behalf of the Town; assists division managers in maintaining professional working relationships with local agencies, developers, citizen groups, private consultants, and others.
- In conjunction with other Town Departments coordinates the development of on-going marketing programs; prepares, maintains, and distributes materials and information relative to marketing the community connectivity and various transportation services.
- Provides staff support to the Transportation Committee and other Town departments on transportation related initiatives and items.
- Works with PCD Staff to prepare and posts agendas, and distributes materials to various Town appointed boards and committees (including but not limited to Planning Board, Transportation Committee, Community Preservation Committee, Historic Commission, Historic Districts Commission, Earth Removal Board, Land Acquisition Committee, Zoning Board of Appeals, and Design Review Board), as necessary.
- Coordinates with PCD staff and various Town appointed boards and committees (including but not limited to Community Preservation Committee, Historic Commission, Historic Districts Commission, Earth Removal Board, Land Acquisition Committee, Zoning Board of Appeals, and Design Review Board) Chairs to set meetings, public hearing schedules, and agendas.
- Works with PCD Staff to arrange all logistical details for various Town appointed board and committee meetings (including but not limited to Planning Board, Transportation Committee, Community Preservation Committee, Historic Commission, Historic Districts Commission, Earth Removal Board, Land Acquisition Committee, Zoning Board of Appeals, and Design Review Board).
- Communicates with consultants under contract with the Town and makes occasional site visits to verify compliance with permit conditions.
- Manages and assists in long range planning, environmental initiatives, and special projects of the Planning and Community Development Department.
- Fields questions from the public and Town departments for the Planning and Community Development Department.
- Acts as a resource to other Town departments, boards, commissions, and committees with planning,

- development, and land use issues.
- Assists with preparation of grant applications to state and federal agencies and programs for funding assistance for planning and development initiatives.
- Performs similar or related work as required, directed, or as situations dictate.

Recommended Minimum Qualifications

Education, Training and Experience

Bachelor's degree from a four-year college or university in planning, civil engineering, public administration, public policy, architecture, or related field; plus two year's related experience or training; or any equivalent combination of education, training, and experience. Municipal planning or civil engineering experience is strongly preferred. Possession of a valid motor vehicle operator's license is required.

Knowledge, Ability, and Skill

Knowledge: Thorough knowledge of office procedures, practices, and terminology. Thorough knowledge of departmental operations. Working knowledge of municipal operations. Working knowledge of fundamental concepts and familiarity with the practical and regulatory application of stormwater management and/or local/regional transportation practices in local government. Understanding of the practical and regulatory application of planning, development, and land use principles. Understanding of municipal land use statutes and planning functions. Knowledge of the operation of computer software applications. Knowledge of Town bylaws, state and federal laws and regulations.

Ability: Strong ability to communicate effectively and tactfully with staff, Town departments, officials, and the public. Ability to compose correspondence. Ability to recognize and resolve problems with minimal administrative intervention. Ability to read, analyze, and interpret scientific data, demographics, technical reports, blueprints and design plans, and legal documents. Ability to perform research, collect, and analyze information and prepare written and oral reports and presentations for municipal boards, commissions, committees, and the public. Ability to prioritize and complete multiple tasks at one time with frequent interruptions. Analytical ability. Ability to maintain and manage records. Ability to work effectively and productively under time constraints to meet deadlines. Must be able to operate a personal computer and/or laptop, and display intermediate to advanced skill when using software programs for word processing, database, spreadsheets, and other software as required by the position.

Skill: Excellent customer service and interpersonal skills; ability to diffuse difficult situations and conflicts. Excellent written and oral communications skills. Strong organizational skills. Skill in identification and utilization of new information resources. Effective public speaking skills, and ability to present information to public groups, clients, and employees. Ability to work effectively and productively under time constraints to meet deadlines. Proficiency with Microsoft Office Suite. Experience with Geographic Information Systems is highly desirable.

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.)

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5 – 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Operates a keyboard and calculator at an efficient speed. Regularly required to operate office objects, tools, or controls, and move paper, files and other common office objects. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Essential functions require close vision for regularly

working with details and numbers. Tasks require the ability to communicate orally. Some outside field work may be required.

(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.)