

## **TOWN PLANNER**

### **Position Purpose:**

The Town Planner performs high-level professional, technical, and administrative work in planning, organizing, coordinating, and managing the Town's planning and land use functions in conformity with the requirements of the Truro Charter and Bylaws, applicable state laws and regulations. Performs all other related work as required.

### **Supervision:**

*Scope and Judgment:* Performs highly responsible work of a complex nature, requiring the exercise of independent judgment in providing professional advice to a variety of officials, departments, boards and committees concerning the development, implementation and administration of policies, goals, regulations, and statutory requirements.

*Supervision Received:* Works under the administrative direction of the Town Manager, policy direction of the Planning Board, and in conjunction with the policies and procedures of the Town. Incumbent functions independently, referring specific problems to the Town Manager where clarification or interpretation of Town policy or procedures is required or when action taken could commit Town's resources.

*Supervision Given:* Supervises administrative staff.

### **Job Environment:**

Work is performed under typical office conditions; work environment is moderately noisy. When performing work in the field, may be exposed to various weather conditions. Required to attend evening meetings.

Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Makes very frequent contacts with Town departments/boards/committees, citizens, members of the business and building community, attorneys, local, state, and federal officials and the general public. Contacts are by telephone, e-mail, and in person. On-site visits to development locations are typical.

Has access to confidential information including personal information about citizens relative to Town planning programs.

Errors in judgment could have continuing adverse effect on the Town's ability to deliver services, loss of municipal revenues, have legal ramifications, cause significant adverse public relations, and could jeopardize department operations or jeopardize programs.

**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.)*

Performs all duties in conformity with all applicable local, state and federal laws, rules and regulations and is responsible to ensure duties are performed in an efficient and professional manner.

The incumbent participates in the development of departmental policies, goals, objectives, and budgets and departmental practices, procedures, regulations or guidelines as related to the Town planning function. Results of work are normally accepted for technical accuracy.

Provides professional, technical and administrative assistance and guidance to Town Departments, and multi-member bodies in organizational, operational and administrative planning, land use controls, housing and community development matters. Performs research, analysis and policy development in the area of short-range, long-range and strategic planning. Researches and drafts zoning and subdivision regulations and design guidelines, prepares data, reports, recommendations, and makes public presentations as needed.

Provides technical assistance and information to citizens, landowners, developers, attorneys, engineers and other interested parties seeking interpretation of the Town's Zoning Bylaws, Subdivisions Regulations, Local Comprehensive Plan, Open Space, and Recreation Plan, Hazard Mitigation Plan, applicable General Bylaws, and other regulations of the town. Employees must possess a high degree of diplomacy and judgement. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well-being of the Town.

Serves as the technical advisor to the Planning Board, Zoning Board of Appeals, and other multi-member bodies on matters related to town planning. Attends meetings of the Planning Board, Zoning Board of Appeals, and other multi-member bodies as needed. Possesses the right to speak, but not vote, at all such meetings. Responsible for reviewing all applications, making appropriate recommendations, drafting decisions after completion of local review, and answering technical questions. Conducts field inspections for planning studies, development proposals to ensure compliance with approvals and regulations.

Acts as principal contact for all manner of development proposals in the Town and coordinates the review of subdivisions, site plans and special permit applications for commercial, recreational office, industrial and residential development with staff and members of other departments. Serves as a liaison between the Boards and the public.

Furnishes professional, technical and administrative assistance in updating and maintaining the Truro Local Comprehensive Plan, the Truro Zoning Bylaws, the Open Space Plan, and other plans as they may be developed.

Maintains specific knowledge of regional planning issues, including the Regional Policy Plan. Attends classes and educational seminars to maintain certification as a Town Planner and to maintain knowledge of changes in planning laws and/or regulations. Represents the Town at local, regional, state and federal planning meetings, and other meetings as directed by the Town Manager. Acts as the Town's Development of Regional Impact (DRI) liaison to the Cape Cod Commission.

Prepares documents for legal appeals and provides legal testimony in court as required.

Keeps the Town Manager fully informed as to the planning needs and problems of the Town, and shall recommend to the Town Manager such measures that require action by the Town.

Performs similar or related work as required by the General Laws, the Truro Charter, Bylaws, Town Meeting vote, by vote of the Board of Selectmen, or as directed by the Town Manager.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Bachelor's degree preferably in urban or municipal planning; Master's Degree preferred; a minimum of 5 years of related experience in land use, transportation, infrastructure, housing, cultural resources and the environment, or 3 years with a Master's Degree; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. American Institute of Certified Planners (AICP) certification desired. A background in the public sector in a local or regional setting is desirable. Applicants with relevant experience who do not meet the minimum qualifications in education, training and experience may be considered.

#### **Special Requirements:**

Possession of a valid motor vehicle operator's license.  
AICP Certification, desirable.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Expert knowledge of statutes, bylaws, regulations, codes, policies and procedures relevant to land use and permitting. Thorough working knowledge of municipal planning and community development principles and practices. Thorough knowledge of zoning, subdivision and other land use regulations. Knowledge of computer software including but not limited to: word processing, spreadsheets, databases, mapping (GIS), presentation, graphics, and permit tracking systems.

*Ability:* Ability to plan, organize and direct the preparation of reports, analyze problems, and formulate recommendations. Ability to analyze complex technical and legal issues and to develop relevant and realistic plans, programs and recommendations. Ability to speak and write effectively. Ability to establish and maintain effective working relationships with town

employees, board/committee members, officials and the general public. Ability to deal appropriately and effectively with the general public, the media, town officials, committees and boards, state and federal agencies, and the business community. Ability to manage multiple tasks in a detailed and effective manner in accordance with time constraints. Ability to deal with sensitive inquiries and complaints.

*Skill:* Excellent written and oral communication skills. Excellent customer service skills. Good analytical skills. Skill in preparing and administering grants. Skill in the use of the above mentioned equipment.

Physical and Mental 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.*

Regularly required to maintain a stationary position. Regularly required to move about the inside of office building. Occasionally required to move about sites, including construction sites, with uneven terrain. Regularly required to move heavy files (up to 10 pounds). Must be able to communicate effectively with members of the public, members of boards and committees and other staff in writing, over the phone and in person. Often required to travel to meetings. Regularly required to thoroughly review documents, maps and plans that may include small print and colored details.

*(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.)*