

Job Description

Job Title:	Assistant Town Planner								
FLSA:	Exempt:	X	Non-Exempt:		Union Status:	Union:		Non-Union:	X
Supervision Received:	Director				Supervision Exercise:	Staff			
Last Revision:	04/1/2019								

General Summary:

This position is responsible for performing the most complex, professional and technical work in the administration of planning activities. This position has full authority to act in the place of and on behalf of the Director in the absence of the Director. This position has supervisory responsibility over lower graded staff.

Career Ladder:

This position is part of a career ladder within the Planning Series. This position differs from the lower graded positions in that this position performs the full range of complex professional and technical work in the areas of planning, with latitude for full independent judgement and decision making for the Town and requires professional certifications, expert knowledge in multiple aspects of Planning and has time in service requirements.

Essential Functions:

1. Manages, mentors, trains, and develops assigned staff.
2. Assists residents, contractors and other interested parties in regards to departmental programs and services.
3. Assists in preparing and presenting the annual departmental budget and capital improvement program project proposals and monitors revenues and expenses.
4. Manages, mentors, and directs the day-to-day operations of assigned staff, including working with assigned staff to identify professional development and learning opportunities as assigned.
5. Manages community outreach activities for department programs and initiatives.
6. Reviews departmental practices and procedures and makes recommendations to leadership for improvements in efficiency and effectiveness and delivery of service.
7. Develops and reviews processes and procedures including zoning permits, inland wetland licenses and planning and zoning commission applications.
8. Identifies and manages preparation of grant applications to implement goals and objectives identified in the plan of conservation and development.



9. Manages conservation and land management programs.
10. Develops, prepares and implements studies, plans and regulations.
11. Manages review of proposed land acquisition, land leases and licenses.
12. Manages park improvement projects.
13. Manages relationships with community developers.
14. Conducts research on a variety of complex planning issues and makes recommendations based on research.
15. Act as an advisor to other town department and stakeholders on all aspects of the planning department as required.
16. Serves as the assigned project lead on assigned planning and development projects, and may assign special projects to departmental staff.
17. Manages economic development activities as assigned and provides assistance and guidance to other staff.
18. Acts as a subject matter expert when providing technical and professional support to various stakeholders in a variety of planning and development programs.
19. Manages customer service efforts and takes the lead on responding to more complex inquiries regarding potential development and issues of policy.
20. Manages the review of planning and zoning commission and inland wetlands agency applications by managing staff assignments and technical reviews.
21. Works with senior leadership on developing and implementing a strategic plan for the department and determination of performance measures.
22. Prepares reports and provides technical support and professional guidance to staff,

Other Functions:

1. Attends conferences, seminars, and committee meetings as required.
2. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
3. Provides staff assistance to elected and appointed boards as assigned.
4. Other related duties as assigned.



Education & Experience:

Education:

A Bachelor's Degree with major course work in planning and development, public administration, urban planning, architecture or related field.

Experience:

Seven years of experience working as a planner for a municipal or government agency or related field. Three years of experience directly supervising and managing staff.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities :

This position requires the following knowledge:

- Expert knowledge of planning practices including regulations, ordinances, and laws.
- Expert knowledge of office administration practices and procedures.
- Expert knowledge of and ability to learn and use computer software systems.
- Expert knowledge of and ability to perform filing practices and procedures.
- Expert knowledge of the MS Office Suite.

This position requires the following skills:

- Expert administrative skills in the areas of reading and applying policy to a variety of situations.
- Well-developed analytical skills.
- General geographic information systems skills as demonstrated by completion of an introduction to GIS course or equivalent.

This position requires the ability to:

- Prepare and analyze reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing planning issues.
- Manager various computer applications including Excel and Word.
- Learn and use specialized software including management of permitting and enforcement activities and paperless meeting solutions and document management.



Licenses & Certifications:

AICP certification from the American Planning Association is required upon hire.

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work-week in order to attend various commission, board and council meetings will be required.
- A thorough background check.



Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Stand		X		
Walk		X		
Sit				X
Speak or hear				X
Use hands to finger, feel, type or text				X
Climb or balance		X		
Stoop, kneel, crouch or crawl	X			
Reach with hands and arms		X		
Taste or smell	X			
Push or pull		X		
Repetitive motions				X
Driving (including driver's license)		X		
<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



<i>Environmental Conditions</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts	X			
Work in high places	X			
Risk of electrical shock	X			
Risk of radiation	X			
Work in extreme weather conditions	X			
Exposure to blood or other body fluids	X			
Exposure to hazardous chemicals	X			

<i>Special Vision Requirements</i>			
X	Close vision	X	Distance vision
	Color vision	X	Peripheral vision
X	Depth perception	X	Ability to adjust focus

<i>Noise Level in the Environment</i>			
	Very quiet	X	Quiet
	Moderate noise		Loud noise
	Very loud noise		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as necessary.

