

Job Description

Job Title:	Planning Specialist								
FLSA:	Exempt:		Non-Exempt:	X	Union Status:	Union:	X	Non-Union:	
Supervision Received:	Assistant Town Planner				Supervision Exercise:	None			
Last Revision:	04/1/2019								

General Summary:

This position is responsible for performing entry-level, professional and technical work in the administration of planning activities.

Career Ladder:

This position is part of a career ladder within the Planning Series. This position differs from the higher graded positions in that this position performs entry level professional and technical work in the areas of planning, with no latitude for independent judgement and decision making for the Town and does not require professional certifications, advanced knowledge in all aspects of Planning and has no time in service requirements.

Essential Functions:

1. Assists residents, contractors and other interested parties in regards to departmental programs and services.
2. Assists with development and review processes and procedures including zoning permits, inland wetland licenses and planning and zoning commission applications.
3. Assists with the housing rehabilitation program and other community development initiatives.
4. Assists with economic development, conservation, and land management programs and initiatives.
5. Assists in the administration of day-to-day operations of the CDBG Small Cities program.
6. Prepares grant documents and coordinates with other departments on documentation and review of grant applications and community development projects.
7. Assists with the strategic planning for CDBG projects which includes administering the CDBG procurement process, bid development, monitoring budgets and screening applicants for various rehabilitation projects or community development



projects.

8. Monitors consultant and contractors' work related to housing rehabilitation or community development projects and responds to applicants, vendors, and contractor inquiries.
9. Assists in the coordination of activities related to conservation and land management such as preparation and rental of community gardens, maintaining friends of Mansfield parks memberships, working on educational programming, overseeing and coordinating volunteer activities, and open space acquisitions and leases and park maintenance.
10. Assists in reviewing and processing land use permit applications and maintaining information databases.
11. Assists in enforcement of zoning regulations, inland wetlands and watercourses regulations and other regulations/ordinances as assigned.
12. Establishes and supervises filing and record management systems for development review and enforcement activities, including implementation and maintenance of permitting/enforcement software systems.
13. Collects data and conducts research on a variety of planning initiatives and prepares related reports.
14. Assists in preparing responses to FOIA requests for the departments.

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:

Coursework related to planning and development or an internship with a municipal planning department.

Work experience performing the functions as outlined in this job description may be used to substitute or the education requirement.

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:

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

This position requires the following skills:

- Basic administrative skills in the areas of reading and applying policy to a variety of situations.
- Well-developed analytical skills.

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.
- Manage 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:

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.

