

TOWN OF CANTON

TITLE: Assistant Planner **CLASS:** Exempt
DEPARTMENT: Planning & Community Development **DATE:** July 16, 2008

POSITION DESCRIPTION

Under the general direction of the Director of Planning and Community Development: Performs professional, technical and administrative work involved in the processing, coordination and analysis of land use applications, activities, programs; Provides short and long term planning considerations while administering the Town Plan of Development; and, Administers and enforces land use regulations including subdivision, zoning, and wetlands.

This individual will review proposals, inspect sites, advise developers, residents and others in the land use regulatory process, provide staff input including research, reports and advice on development and legal matters pertaining to land use, commissions and boards.

The term "Land Use" refers to matters relating to planning, zoning, conservation, wetlands, open space, design review, historic properties, economic development, zoning board of appeals, affordable housing, fair housing, and other responsibilities that fall within the day to day operations of a Land Use Office/ Planning Department.

This is a professional planning position that requires an individual to work with independence and limited supervision. This position involves extensive public contact, technical review of development-related applications and will serve as a member of project teams assisting higher-level staff.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- ? Serves as first point of contact with the Land Use Office assisting the general public, land use attorneys, developers, engineers, architects, and landscape architects with the land use application process, understanding of land use regulations, related regulatory requirements, procedures, approvals, meeting schedules, and public notifications.
- ? Independently or as assigned, conducts research regarding past and present land use decisions.
- ? Prepares reports to assigned Land Use Commissions and assists the Director of Planning and Community Development as needed. Serves as staff liaison to Land Use Commissions as assigned.
- ? Attends evening meetings as assigned.
- ? Compiles and analyzes community data affecting land use. Researches various subjects including demographics, population studies, housing, transportation for planning purposes, prepares reports and studies for review.
- ? Reviews projects which are under construction for compliance with approved plans. Review of plans for acceptance of Mylars. Reviews active project and manages bonding requirements and releases.
- ? Monitors development activities and enforces land use regulations and commission approvals. Responds to complaints received from the general public, and conducts field investigations and inspections of approvals and possible violations.
- ? Shares in department responsibilities of wetlands agent and zoning enforcement officer, and carries out actions in those roles when necessary.
- ? Assists in department efforts to maintain and improve mapping inventories and to implement a Geographic Information System.
- ? Participates in ongoing professional education and training, including membership in public planning and environmental organizations.
- ? May performs additional tasks and duties as necessary and/ or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ? Commitment to excellence in customer service.
- ? Working knowledge of principles, practices and trends related to planning and community and economic development.
- ? Ability to analyze planning and community development issues and problems, evaluate alternative solutions, and develop sound conclusions, recommendations and courses of action.
- ? Ability to present proposals and recommendations clearly and logically in public meetings.
- ? Ability to understand, interpret, explain and apply local, state and federal law and regulations governing land use planning and community development.
- ? Ability to understand and interpret maps and plot plans.
- ? Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- ? Ability to explain, in general, code and regulatory information to the public in a clear and concise manner.
- ? Ability to develop clear, concise and comprehensive technical reports, correspondence and/ or other written materials.
- ? Ability to exercise sound judgment within general policy guidelines.
- ? Ability to deal effectively with, establish and maintain effective working relationship with land use commission and or agencies, general public, town officials, staff, private and community organizations, developers and others encountered in the course of work.
- ? Capability to follow established procedures and priorities, meet deadlines and maintain quality of work in a multi-tasking environment.
- ? Ability to communicate effectively, both orally and in writing.
- ? Ability to interpret and apply regulations, policies and procedures.
- ? Proficient with word processing, presentation, spreadsheet and e-mail software.
- ? Knowledge and ability to analyze problems.

REQUIRED MINIMUM QUALIFICATIONS

- ? The skills and knowledge required would generally be acquired with a Master's Degree from a recognized college or university in urban planning, land use planning or closely related field plus accumulated experience in municipal land use planning; OR a Bachelor's Degree from an accredited institution in urban planning or related field with a minimum of 3 years of increasingly responsible work experience in municipal land use planning.
- ? Wetlands Agent designation, CAZEO certification, and or AICP certification is preferred.

SUPERVISION RECEIVED

- ? Works under the general supervision of the Director of Planning and Community Development, who assigns general work areas and specific work as necessary; work is carried out with independence and judgment to reach desired results.

SUPERVISION EXERCISED

- ? Provides task supervision to Land Use Coordinator and administrative staff.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- ? Requires the ability to sit at a desk or to stand and work continuously for extended periods of time.
- ? Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- ? May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- ? Ability to observe and interpret situations; read and interpret data, information and documents.
- ? Ability to analyze and solve problems; use math and mathematical reasoning.

- ? Ability to lift up to 35 pounds necessary to move office files or equipment or for presentation at public meetings.
- ? Works in office setting subject to continuous interruptions and background noises.
- ? Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- ? Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- ? Ability to work varied hours/ days/ night meetings to complete functions.
- ? Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- ? Ability to move throughout the Town Hall and other Town buildings and sites.
- ? Ability to get into and out of an automobile.
- ? Ability to see objects closely as in reading a map.
- ? Ability to remember multiple task/ assignments given to self and others over long periods of time.
- ? Ability to work in poor weather conditions, including heat, cold, rain, or snow.
- ? Must be able to walk on rough terrain to inspect undeveloped properties and sites that are rough and uneven due to ongoing construction.
- ? There is on-the-job stress; especially regarding public meetings, meeting report deadlines, working in an office with continuous interruptions, and subsequent enforcement responsibilities.
- ? Ability to observe and interpret situations, read and interpret data, information and documents.
- ? Ability to talk and hear, both in person and by telephone.

WORKING CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. While performing duties of the job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/ or humid conditions or airborne particles. Business travel may be required. The employee will be required to provide his/ her own transportation.

LICENSE OR CERTIFICATE

- ? Must possess a valid driver's license.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this documents and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date