

TOWN OF CANTON

TITLE: Director, Planning and Community Development
CLASS: Department Head/ Exempt
DEPARTMENT: Planning & Community Development
DATE : March 27, 2007 Draft

POSITION DESCRIPTION

Under the general direction of the Chief Administrative Officer, responsible for the administration and oversight of critical and comprehensive community development and economic development components including the direction of planning services, administration of the Town Plan of Development, review of development plans, consistent and objective application of regulations to development proposals, and zoning enforcement activities.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Responsible for policy development, program planning, budget management, administration and operational direction of the Planning and Community Development Department functions.
- Plans, organizes, controls, integrates and evaluates the work of the Planning and Community Development Department.
- Plan, organizes, directs and evaluates the work of the Zoning Enforcement Officer and Land Use Coordinator.
- Provides leadership to develop and retain highly competent, public service-oriented staff.
- Represents the Town and the Department in and serves as technical advisor to a number of citizen committees, commissions and Board of Selectmen including but not limited to the Planning Commission, Zoning Commission, Design Review Team, Economic Development Agency and Open Space Preservation & Acquisition Commission; prepares information and makes recommendations to each of these individuals and/ or bodies; informs and advises these groups, as well as the Chief Administrative Officer, on local and regional community development, economic development, environmental and infrastructure planning issues.
- Responsible for research, preparation, and communication of reports on projects or programs. Prepare and/ or present reports, proposals, requests, contracts and recommendations. Monitor project and/ or program performance for compliance with contract provisions, regulations, and goals.
- Processes and reviews land use development proposals for conformance with Town regulations and professional planning standards. Confers with developers on corrective actions to be taken. Issues various permits in accordance with existing regulations.
- Conduct public meetings, and arrange or provide staff services for public boards, commission and committees.
- Directs the maintenance of accurate information on physical, demographic, and socioeconomic data.
- Provide information upon request as appropriate to public agencies, boards, commissions and committees; to members of the public and public media.
- Researches legislation regarding zoning and land use ordinances.
- Resolves public complaints and answers public inquiries.
- Oversees administration of affordable housing program.
- Ensures the timely preparation and accurate staff work for presentation to citizen committees, commissions, Board of Selectmen and other Town staff.
- Interprets the Departments regulations, plans, policies and functions for elected and appointed boards, citizens, the business community and the public.
- Assembles the necessary Town and external consulting and volunteer resources to resolve a broad range of issues in current planning, advance planning, special local/ regional planning projects, capital improvement projects and enforcement programs.
- Monitors national and state-wide developments in planning, economic and community development matters; evaluates their impact on City programs and operations; implements Departmental process improvement where warranted.
- Develops applications for grants and administers grant-funded activities, prepares and presents reports on use of and effects from grant funding.
- Plans and recommends implementation strategy to improve and strengthen the quality of life in the municipality.
- Communicates and supports citizen groups in order to determine and articulate the municipality's development needs.
- Performs managerial duties as related to staff, office procedures and personnel procedures.
- Assures safe work practices.
- Develop and administer the Department budget and monitor expenditure control during the fiscal year.
- Performs related work as required or requested by the Chief Administrative Officer and/ or his/ her designee.

ADDITIONAL JOB FUNCTIONS

- May perform additional tasks and duties as necessary and/ or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to excellence in customer service.
- Thorough knowledge of principles, practices, and trends related to planning and community and economic development.

- Considerable knowledge of public administration principles and practices as applied to Department operations.
- Ability to analyze complex 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 develop clear, concise and comprehensive technical reports, correspondence and/ or other written materials.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to deal effectively with, establish and maintain effective working relationship with land use commissions and/ or agencies, general public, Town officials, staff, private and community organizations, developers and others encountered in the course of the work.
- Ability to communicate effectively, both orally and in writing.
- Ability to supervise, develop and monitor budgets.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to collaborate with other public agencies on programs at a local, regional, state and national level.
- 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.
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims.
- Sufficient knowledge of the community to serve the public.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Requires 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 complex 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 talk and hear, both in person and by telephone.
- Ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time.
- 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.

WORKING CONDITIONS

The work environment characteristics described here are representative of those employee encounters while performing the 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 the 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.

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 or a related field plus four (4) years of progressively responsible municipal land use planning including experience in a supervisory capacity; OR a Bachelor's Degree from an accredited institution in urban planning or a related field with a minimum of five (5) years increasingly responsible work experience in municipal land use planning.

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 document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date