

TOWN OF SOMERS

Position Description

Title: Town Planner
Department: Land Use
Reports To: Director of Public Works

Supervises: None; coordinates work of Zoning Enforcement Officer, Wetlands Officer and office staff
FLSA Status: Full-time, Exempt
Bargaining Unit: MEUI Local 506

Position Summary: Organizes and coordinates the development of comprehensive planning in the functional areas of land use, housing, transportation, economic development and related planning areas. Provides technical and administrative assistance to Planning, Zoning, and Conservation Commissions and provides technical assistance to various town officials, departments, and other boards and commissions on matters relating to planning and development. Provides accurate, timely and high-quality service to all internal and external customers.

Major Job Duties:

Management/Service Delivery – Coordinates and oversees the routine daily operation of land use activities related to Town planning and development. Provides information and technical assistance to the general public on land use and development, including procedures and guidelines to be followed in obtaining authorizations and permits required to develop property. Conducts on-site evaluations and makes recommendations on development proposals to Planning, Zoning, and Conservation Commissions. Issues Zoning Permits and Certificates of Use and Compliance for all new construction. Coordinates assignments for contract Inland Wetlands/Erosion Control officer. Coordinates and oversees the work of part-time Zoning Enforcement Officer. Organizes work according to policies of the commission and standard procedures. Develops and maintains department(s) website pages. Develops and implements administrative policies for processing of applications to all land use commissions.

Teamwork – Works cooperatively with other Land Use professional staff in the review of site plans, subdivision applications, special use permits, zone change requests, and regulated activity permits to assure compliance with state and local land use and zoning regulations. Coordinates work assignments for land use administrative staff in cooperation with other land use professional staff members. Works cooperatively with other departments to maintain necessary town and regulatory records.

Technical – The town planner is the technical/advisory expert on planning and zoning information and issues for all Town agencies and land use boards and commissions. Prepares and presents oral and written reports, statistical analyses, and maps and graphics for use by all areas of town government and Planning, Zoning, and Conservation Commissions. Compiles and analyzes data on economic, social, environmental and physical factors affecting land use. Coordinates town programs with regional, state, and federal planning agencies by serving as liaison to planning departments in other jurisdictions, and to regional and state agencies exercising planning functions.

Board/Commission Liaison - Coordinates Planning, Zoning, Conservation Commission and Design Advisory Board meeting agendas and meeting materials including scheduling, agenda & minutes preparation, preparation and publication of legal notices and follow-up correspondence. Serves as website liaison to assigned boards/ commissions; coordinates town website information for assigned boards & commissions; maintains respective web pages for department, boards and

Approved by:

Approved by:

Last Revision Date: 10/08

Dir. of Public Works/on file

HR/on File

Page 1 of 1

Date:

Date:

TOWN OF SOMERS

Position Description

commissions. Participates in preparation of zoning, subdivision and inland wetlands regulations, municipal ordinances pertaining to land use and development, and review and update of Plan of Conservation & Development. Coordinates commission and department activities with other town departments, boards, and commissions. Attends and staffs monthly and/or bi-monthly meetings for Planning, Zoning, and Conservation Commissions. Attends and staffs periodic meetings of Design Advisory Board.

Financial – Prepares and administers department and Planning, Zoning and Conservation Commissions budgets within prescribed authority levels and Town financial policies and procedures. Develops applications for inter-governmental assistance, and administers grants if obtained.

Qualifications:

- Bachelor's degree in city, urban, or regional planning or related field and two years experience in town planning, or a Master's degree in Planning with one year related experience.
- Working knowledge of principles and practices of community planning.
- Working knowledge of state and local ordinances pertaining to planning and zoning.
- Demonstrated proficiency in the review of applications for site plans, subdivisions and zone changes.
- Working knowledge of investigation and evaluation techniques.
- Computer literacy including working knowledge of Microsoft Office applications.
- Demonstrated presentation and communication skills to convey written and verbal information in a clear and concise manner to individuals and groups.
- Demonstrated communication skills to effectively interact with town employees, architects, contractors, developers, other government officials, and the general public.
- Experience coordinating the work of other internal employees, external consultants and vendors.
- Valid driver's license.
- AICP certification desirable.

Physical Requirements:

This position is primarily situated in an office environment, with occasional external visits to real property/building development or job sites. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour, including working with a computer and a telephone;
- Stand and walk to access records and files in the course of providing assistance to the public within the land use office environment.
- Occasionally work near, stand and walk over various terrains for distances in excess of one mile;
- Tolerate occasional exposure to variable or inclement weather conditions for periods in excess of one hour;
- Tolerate occasional exposure to elevated noise levels in the field;
- Drive an automobile during the conduct of duties.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications.

Approved by:

Approved by:

Last Revision Date: 10/08

Dir. of Public Works/on file

HR/on File

Page 2 of 2

Date:

Date: