

Town of Moultonborough, NH

POSITION: Town Planner
FLSA STATUS: Exempt

DEPARTMENT: Office of Development Services
REPORTS TO: Town Administrator

GENERAL SUMMARY

Responsible for working with the community to preserve and shape a safe, sustainable, vital and well planned Town through long-range planning that reflects the Community's vision. To be a trusted resource that provides innovative solutions, engages with the community and serves the public as a source of information and data about the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and directs the overall activities of the department.
- Supervises the Town's planning efforts: works in conjunction with Town Boards and Committees to develop long-range, comprehensive, capital improvement and acquisition plans.
- Attends Planning Board and Zoning Board of Adjustment Meetings as required.
- Prepares and revises drafts of Town ordinances, policies and regulations related to planning and zoning and presents draft changes to the Planning Board; assists in implementing policies and prosecuting violators.
- Assumes general responsibility for the maintenance of the Municipal Geographic Information System and oversight of contractors and general use of the system by other town staff.
- Prepares special analyses and reports for the Town Administrator and Board of Selectmen; provides technical assistance as requested, including status of pending litigation.
- Develops annual budget proposals for entire department; submits and defends, monitors resources and expenditures throughout the year. Preparing proposals for modification to require minimal if any, transfer of additional resources.
- Trains, supervises and evaluates department staff; ensures coordinated efforts of professional and administrative staff.
- Oversees the provision of technical, professional and administrative support for several public boards and commissions.
- Assists applicants in the application process for appointments with various boards.
- Oversees and conducts professional planning studies and analyses and shares the results with the appropriate boards.
- Coordinates department activities with those of other Town departments and outside agencies.
- Conducts public education programs regarding the Town Master Plan, conservation programs, and other special projects.
- Answers questions from contractors, developers, engineers and the general public concerning planning, zoning and development issues.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's Degree in Planning or Community Development.

Master's Degree preferred.

Five years of experience in municipal planning and development experience including management experience preferably with a broad range of involvement with GIS, land use, housing, economic development, transportation, growth management and resource conservation issues.

Or any equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills and ability.

Preference given to those with experience.

Knowledge, Skills and Abilities

- Knowledge of planning, zoning, subdivision and environmental laws and regulations.
- Knowledge of software for presentations and records management of a planning department and working knowledge of the design and operation of GIS.
- Strong interpersonal and communication skills are required.
- Ability to work conceptually and practically with long range planning documents, including implementing action items involving diverse and interrelated components is essential.
- Ability to understand and to communicate clearly, both orally and in writing on the implications of a development or trend of development upon the infrastructure of the Town including its' natural and cultural resources, on a multidisciplinary basis is required.

SUPERVISION EXERCISED

Administrative Assistant and Code and Health Officer. Carries out all supervisory functions in accordance with the Town's rules, policies, regulations and applicable laws.

LICENSING AND CERTIFICATION

AICP professional certifications are preferred.

TOOLS AND EQUIPMENT USED

Various Vehicles, computers and peripherals, software, GPS Units, Transits and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop or crouch. Occasional site walks may require walking on unimproved surfaces in their natural state, in naturally occurring weather conditions and environments.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in office setting. Attendance at night meetings is required. Travel to various sites is required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.