**Purpose:**Performs technical, administrative work in providing information, organizing, and coordinating the programs and decisions that shape both the short-range and long-range plans of the community; provides support to the town boards, committees, and residents with respect to all aspects of planning, zoning and subdivisions, special permits, grants, land use and real estate issues, including environmental and other related aspects of regulation. Performs all other related work as required.

**Essential Functions:***(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Develops policies, proposal, drafts by-laws and regulations for consideration by various boards and commissions. Implements policies and initiatives as approved by boards and commissions that fulfill the economic development, land use, preservation, and open space related goals of the residents of the Town of Dalton.

Analyzes and advises various boards on updates and proposes amendments to local provisions to comply with statutory requirements.

Posts notices and distributes notices for public hearing in accordance with Massachusetts General Law. Maintains all applications organized and on file.

Provides recommendations and reports to various boards and other municipal departments and commissions relating to project submissions and local initiatives.

Reviews proposed development plans to ensure compliance with goals, subdivision rules and regulations, etc. Provides technical assistance in the development of plans and projects. Makes recommendations for the acceptance/rejection of development plans. Interprets regulations for the various boards, developers, etc. as required. Reviews performance bonds submitted by developers.

Represents, planning, zoning and other boards concerning community development goals to state and local officials. Assists in preparation and update of the town's Master Plan.

Administers and supervises staff as required. Works with contractors to complete board and department planning projects.

Explores, secures, and administers grants for various planning initiatives. Assists with

Community Development grants and projects.

Collaborates with consultants on construction developments.

Assists public on general inquiries relating to community development and planning.

Facilitates public input on various community development and planning initiatives through public meetings, workshops, and other means.

Develops fiscal year budget(s) for community development boards and commissions.

Verifies project submissions and coordinate reviews pursuant to Massachusetts General Laws.

Assists individuals in person or by telephone, providing information relative to departmental procedures and responds to inquiries and mail requiring the personal attention of the department head.

Performs similar or related work as required, directed or as situation dictates.

**Supervision:**

*Supervision Scope:* Performs complex and responsible duties requiring a high level of initiative and independent judgment in community development, planning, administration and management of projects and services.

*Supervision Received:* Work is performed under the administrative direction of the Town Manager and in cooperation with various boards charged with community development responsibilities according to applicable Massachusetts General Laws, Town policies, Town bylaws and relevant state, federal and local regulations, and standards.

*Supervision Given:* None.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Bachelor's degree in Community Planning or related field, and five years of experience as a Town Planner or related municipal experience or Master's degree and two years of related experience; or any equivalent combination of education and experience.

*Special Requirements:*

Geographic Information Systems (GIS) Certificate, desirable

*Knowledge:* Thorough knowledge of the principles and practices of community development planning and zoning. Working knowledge of applicable Massachusetts laws, and regulations. Knowledge of the principles and applications of geographic information systems. Thorough understanding of local zoning bylaws and subdivision regulations.

*Abilities:* Ability to establish and maintain effective working relationships with town officials, community groups, and the general public. Ability to conduct independent research and to analyze and interpret results. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time. Ability to make public presentations.

*Skill:* Excellent oral and written communication skills. Proficient computer skills and software applications of Microsoft Office and department applications.

Physical Requirements:

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Lifts/moves objects weighing up to 10 pounds. Ability to view computer screens and work with details for extended periods of time. Must be able to access all areas of a construction site. Incumbent must be able to operate a motor vehicle. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

* Work is performed under typical office conditions; intermittent inspection work may be conducted in the field with exposure to various weather conditions.
* Regularly operates a computer, telephone, copier, facsimile machine, and other standard office equipment.
* Makes frequent contacts with the general public, town department heads, attorneys, consultants, engineers, land surveyors, developers, contractors, financial institutions, regional planning commission, business owners, applicants, various state agencies, various board and commission members and other Town Planners. Contacts are in

person, in writing and via email.

* Has access to department-related confidential information including executive session discussions related to pending litigation and/or negotiations, bid proposals and personal information about citizens and developers related to planning programs and proposed developments.
* Errors could result in significant confusion and delay, loss of department services and have town-wide financial repercussions, adverse public relations and could cause exposure for certain legal liabilities.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*