

Town of Eliot Maine
Draft Job Description 12-01-17

Position Title:	Town Planner	Grade Level:	VI
Department	Administration	Date:	TBD
Reports to:	Town Manager	FLSA Status	Exempt

Summary

This is responsible professional administrative and technical work in directing the planning function for the Town.

Employee of this class is responsible for all municipal planning functions, including land use planning; planning for Tax staffing and providing technical assistance to the Planning Board; researching, developing, coordinating and administering land use and planning related projects; maintaining accurate records; and public contact. Work is performed under the general supervision of the Town Manager with considerable independence of action. Work is reviewed through discussion, reports and results achieved.

Statement of Duties: The Planner is responsible for the provision of administrative and technical services pertaining to the Town's Planning Board, including coordination of land use, meeting with residents and developers to answer land use questions, review of development proposals for compliance with applicable laws, assisting with the implementation of the Town's Comprehensive Plan and compliance with the EPA's National Pollutant Discharge and Elimination Phase II Storm Water General Permit System (NPDES). The employee is required to perform all similar or related duties.

Examples of Work (Illustrative Only)

- Establishes guidelines and is responsible for the review and verification of all applications for site plan reviews, subdivision and shoreland zoning permits; advises applicants and Planning Board of application status and compliance with ordinances; coordinates review with appropriate municipal departments.
- Drafts planning ordinances, prepares departmental budget and represents the Town on various regional planning agencies.
- Makes recommendations to Planning Board for appropriate action or additional conditions to be imposed.
- Collects land use data for use in preparation of comprehensive plan and development of zoning regulations.
- Attends and provides staff support for the Planning Board meetings; prepares appropriate notices and supporting documents; prepares and distributes meeting minutes.
- Prepares reports; maintains records; processes purchase orders and accounts payable, and monitors special project budgets.
- Prepares and drafts long range plans and other special projects as requested (e.g. TIF)
- Assists and provides technical assistance to various town committees and Boards.
- Performs related work as required.

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Requirements of Work

- Thorough knowledge of the principles and practices of municipal land use planning.
- Knowledge of the subdivision, land use, shoreland and municipal zoning statutes.
- Knowledge of grant development and writing; budget development and grant administration.
- Some knowledge of civil engineering including use of survey equipment, map making and reading, and photo interpretation.
- Knowledge of title search and filing procedures.
- Ability to analyze and interpret laws, ordinances, rules and regulations.
- Ability to keep varied records, to assemble and organize data, and to prepare standard reports from records.
- Ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees and the general public.
- Ability to maintain detailed records and to prepare reports.
- Knowledge of the principles and practices of planning, design and development.
- Knowledge of the techniques of GIS, graphics and layout.

Supervision Required: Under the administrative direction of the Town Manager, and working from municipal policies and ordinances, and in accordance with local, state and federal regulations and laws, the employee develops and recommends ~~establishes~~ short and long-range plans and objectives for a department of the Town; Consults with the Town Manager, Planning Board, and/or the Select Board where clarification, interpretation, or exception to municipal policy may be required. The employee exercises responsibility in the development of departmental and Planning Board operating budget.

Accountability: Duties include being the sole provider for a specialized function of the Administrative Department. Duties include technical processes, service delivery, and contribution to municipal-wide plans and objectives associated with the Planning function. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality.

Supervisory Responsibility: The employee as a regular part of the job is not required to supervise any other Town employees.

Confidentiality: In accordance with the State Public Records Law, the employee has regular access to confidential information on a department-wide basis such as law suits, as well as client and/or department records.

Judgment: Municipal ordinances and existing guidelines provide substantial guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to the town's planning function. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of established guidelines, laws (state or federal), regulations or policies. The employee is recognized as the department's authority in interpreting guidelines or laws applicable to the department, in

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determining how they should be applied, and in developing standard operating policies and/or procedures.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards; and, gathering, analyzing and evaluating facts.

Work Environment: The work environment involves everyday discomforts typical of a municipal office with exposure to outside elements when conducting field inspections and accessing construction sites.

Nature and Purpose of Contacts: The employee interacts with co-workers, the public, and external contacts such as vendors, abutters, developers, engineers, land surveyors, appraisers, or contractors to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with disgruntled or uncooperative persons. The employee may furnish the public or news media with routine information such as Planning or Zoning Board meeting agendas or departmental land use operating and/or permitting procedures.

Occupational Risks: Duties generally do not present occupational risks to the employee when performing work in a municipal office setting. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures when conducting work in the field

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Provides guidance and recommendations to the Town's Planning Board on Town land use proposals including but not limited to sub division, site plan review, home businesses, ~~and~~ shoreline zoning etc.; reviews all aspects of an application in relation to Ordinances, accepted engineering practices and potential benefit to the Town; provides all requested information, data, documents, etc. to Planning Board members, individually and/or collectively; conducts planning studies regarding future land use development issues in the Town. Reviews existing planning and zoning guidelines, rules, regulations and applicable town by-laws or the Town's Comprehensive Plan and makes recommendations for revisions, updates, amendments, etc.

Reviews site, subdivision, parking, drainage, and landscaping plans, special permit applications and all other technical documents for conformance with local ordinances, engineering practices and all other applicable regulations and guidelines, resolving and/or noting questions, issues or concerns prior to an official action being taken. Conducts field and site visits as required and/or as requested.

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Maintains up-to-date knowledge in the field of planning, stormwater engineering, land use, growth management, community development, and State of Maine planning, zoning and land use laws and trends through continuing education, professional development workshops, seminars and meetings of professional planning and/or civil engineering related associations.

Answers inquiries and complaints of a routine nature or referral to a higher level or to other offices as necessary; explains appropriate procedures, regulations or policies based on knowledge of office functions, program or operations, and town and state regulations;

Reviews all department permit applications for completeness and compliance with town and state code requirements and standards for accuracy. Maintains detailed and accurate department records, reports and correspondence.

Responsible for the preparation and distribution of all meeting materials to members of the Planning Board, including the posting of all support documents on the Town's web site.

Prepares all meeting notices, notices of decision, responses/rebuttals to appeals of Planning Board decisions on behalf of the Planning Board, correspondence from the Planning Board, newspaper ads, meeting agendas and abutter notifications in accordance with State and local laws/regulations.

Maintains all Planning Board files, Planning Board Action List, Planning Board Bylaws/policies and applications and review checklists and the log of all applications heard by the Planning Board.

Schedules and coordinates Planning Board site walks.

Coordinates the review of all land use applications by appropriate municipal departments/committees (i.e. Code Enforcement, Police, Fire, DPW, Harbor Master, Sewer Committee and Conservation Commission etc.)

Responsible for the preparation and administration of the Planning Board's annual operating budget and ensures the accuracy of expenditures.

Responsible for assuring payment of all Planning Board fees and the processing of all department related accounts payables;

Maintains detailed and accurate records pertaining to the operations of the department and developer escrow accounts; performs basic arithmetic computations to maintain record of fees collected;

With the Public Works Director, jointly responsible for ensuring compliance with the Federal Clean Water Act-based permit pertaining to all storm water entering the Piscataqua River be free of pollutants; includes the preparation and adherence to a 5-year Stormwater Program Management Plan (i.e. monitoring and sampling for pollutants, education of employees, elected officials and citizens about the requirements of the NPEDS permit, as well as the investigation and remediation of all illicit sources entering the stormwater system.

Serves as staff backup during temporary absences of the Code Enforcement Officer.

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Required to attend training programs and seminars in order to maintain knowledge of changes in land use management laws/regulations as well as techniques and operating practices including the application of technology in support of department operations.

Education and Experience: A minimum of a Bachelor's degree or a master craftsman level of trade knowledge in planning, engineering or a related field; a minimum of five to seven (5-7) years land use planning experience preferably in land use planning; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid Class C Motor Vehicle Driver's License. As a condition of employment, the employee must complete a personal background investigation.

Knowledge, Abilities and Skill:

Knowledge: Graduation from a four-year college or university with emphasis on urban planning or engineering, with an advanced degree desired; experience with municipal planning; or any equivalent combination of experience and training. Knowledge of Maine General Laws and regulations relating to municipal planning, zoning, subdivision regulations, the environment and historic preservation as well as Town ordinances. Working knowledge of personal computer systems including office software applications (i.e. word processing, spreadsheets), Power Point, or other presentation applications, Geographic Information System (GIS), the Internet, and web site technology in support of department operations. Working knowledge of construction laws, regulations, standards and operating techniques. Knowledge of land use concepts such as subdivision, roadway design, drainage systems, landscape design, and site development. Working knowledge of Town government operations.

Ability: Ability to logically and comprehensibly present and explain technical information to individuals and large groups in private or public venues. Ability to maintain detailed and accurate records and to execute oral and written instructions in a timely, accurate manner. Ability to deal tactfully and appropriately with the general public and to develop and maintain effective working relationships with co-workers, town departments, state and federal agencies and their representatives, consultants, community groups as well as locally elected and appointed officials such as Board and/or Committee members. Ability to effectively perform website administrative operations and tasks. Ability to draft construction easements and to conduct independent research on ordinances in other towns, legal precedents, state and federal laws and any other source of information as necessary.

Skills: Proficient verbal (presentations to groups, participation in meetings and working with individuals and groups having diverse, even competing or conflicting, interests, concerns and/or demands) and written skills. Skill in computer applications including ESRI, GIS, web site and the Internet in support of department operations.

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Physical and Mental 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 position's essential functions.

Physical Skills: Work requires some agility and physical strength when in the field accessing construction work sites or standing or walking for extended periods of time.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills in order to perform activities such as moving objects, operating a motor vehicle, keyboarding and other department office equipment.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and constantly for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is constantly required to determine color differences.

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.