

DIRECTOR OF LAND USE, PLANNING, AND PERMITTING

Position Purpose:

Position is responsible for performing professional, supervisory, and administrative work in managing the operations of the Town's Land Use, Planning and Permitting Department, which provides staff support for the Town's regulatory boards; technical and administrative work in administering a coordinated, comprehensive, and continuing approach to the Town's land use management, planning, permitting, and development functions; coordinates implementation of the Town's adopted goals and plans; and serves as policy advisor on the Town's long-term and strategic planning initiatives related to economic development, housing, transportation, and open space, historic, and natural resources; performs all other related work as required.

Supervision:

Supervision Scope: Performs complex and highly responsible duties, requiring the exercise of a significant level of independent judgment in providing professional advice to the Planning Board, Board of Health, Conservation Commission, Zoning Board of Appeals, and town officials, departments, boards and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to the Town's land use management, planning, permitting, and development functions.

Supervision Received: Works under the general policy direction of the Land Use, Planning & Permitting Coordinating Committee established under Town Code Chapter 26; directly supervised by the Town Administrator; having considerable latitude for independent judgment and initiative. Assumes responsibility for developing and achieving the department's goals and objectives. Questions are referred to supervisor only when clarification of town policy is needed. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: Has direct supervisory responsibility for department employees; hires staff subject to approval of the Town Administrator and in consultation with the affected regulatory board, provides direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies.

Job Environment:

Work is generally performed under typical office conditions; occasionally work is conducted in the field with exposure to various weather conditions and the hazardous conditions associated with construction sites. May be required to attend night meetings and to work on weekends; may be contacted at home to respond to important or emergency situations.

Operates a personal computer and general office equipment as well as an automobile.

Makes frequent contact with the general public, the media, town employees, board, and committees, as well as with state and federal agencies. Contacts are by telephone, in writing, and in person and often require persuasiveness in influencing the behavior of others.

Has access to department-related confidential information, including bid proposals, pending and on-going lawsuits, private development plans.

Errors could result in lower standards of services. Errors in planning procedures or the interpretation of state and local laws and regulations could result in recommendations adversely affecting the orderly operations of the town including conservation efforts and town long-range planning. Errors could have legal repercussions.

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.)

Supervises all Land Use, Planning & Permitting Department employees. Provides daily administrative direction, prepares annual employees performance evaluations and counsels and disciplines staff consistent with Town policies.

Has the discretion to allocate the services of administrative staff among the Department's offices and the Town boards served by the Department, in consultation with said boards.

Meets from time to time with the Town boards served by the department, to identify their needs, individually and collectively, and to develop a plan of action indicating the extent to which the department can address those needs.

Overall responsibility for coordinating land use, planning, permitting, development, and inspection functions carried out by any municipal officer or agent, maintain all records relating to inspections in a central place through a common index, provide for a single application process which would indicate all inspections which might be necessary, including, but need not be limited to, any inspections under the zoning and other local by-law, building code, wire code, plumbing and gas code, state sanitary code, board of health rules and regulations, fire code, conservation commission, and any other local inspections as may be otherwise authorized.

Responsible for coordinating the Town's "Form of Intent" process. Responsible for the oversight of all permit approvals and related matters.

Provides technical and general assistance to residents, landowners, developers, attorneys, engineers, and other interested persons regarding all land use issues, including planning issues, subdivision plans, and non-residential development.

Attends professional meetings and conferences for the purpose of public relations, regional discussions, and information gathering and exchange.

Prepares and monitors all land use departments' annual operating budgets including the preparation of the payroll and payment of bills. Consults with the Land Use, Planning and Permitting Coordinating Committee, Planning Board, Board of Health, Conservation Commission, and Zoning Board of Appeals in preparing the annual budget request for the Department.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in land use, planning or related field preferred; five (5) years' experience in the municipal land use, planning, and permitting field including with some supervisory experience; or an equivalent combination of experience and education.

Knowledge, Ability and Skill:

Knowledge: General knowledge of the techniques of comprehensive planning, zoning, and other land use regulations, housing programs, real estate and economic development and federal and state grants. Thorough knowledge of M.G.L. Chapters 40A and 41. Knowledge of the economic, sociological and environmental aspects of planning, housing and community development. General knowledge of Wetlands Protection Act, State Building Code and Health Code.

Ability: Ability to interpret regulations accurately. Ability to conduct independent research and to analyze and interpret results. Ability to plan, organize and direct the preparation of comprehensive research studies, analyze problems, prepare reports, and formulate recommendations concerning planning and community development. Ability to establish and maintain effective working relationships with subordinates board/committee members, officials and the general public. Ability to communicate effectively orally and in writing. Ability to prepare and administer budgets and grants and to prepare financial reports. Ability to use a personal computer and office software as well as office equipment.

Skill: Imagination, innovation and judgment relating to planning and community development programs and proposals. Excellent planning and organizational skills. Superior persuasiveness, resourcefulness, discretion and negotiating skills. Sensitivity to political issues.

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. Minimal physical effort generally required in the performance of duties under typically office conditions. Moderate physical effort required when conducting field inspections. Ability to maneuver stairs and uneven terrain for field inspections during all types of weather conditions. Position requires the ability to operate a computer keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls, and to reach with hands and arms. The employee is required to sit, talk and hear. Hearing and vision correctable to normal ranges; close-up vision and the ability to adjust focus across a presentation audience.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)