

Town of Harpswell-Job Description

Town Planner

GENERAL PURPOSE

Performs a variety of complex, administrative, technical and professional work in directing the Town's planning functions.

SUPERVISION RECEIVED

Works under the general supervision of the Town Administrator.

SUPERVISION EXERCISED

Supervises staff supporting Planning Office functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employee is responsible for all municipal planning functions, including both short-and long-range planning activities:

Long Range Planning Responsibilities

Develops and oversees the Town's land use policy;

Prepares a variety of studies, reports and related information for decision-making purposes;

Oversees the development and implementation of the Town's Comprehensive Plan;

Provides assistance to the Comprehensive Plan Implementation Committee:

Responsible for researching, developing, coordinating land use and planning related projects; maintaining accurate records; fostering positive public relations and public contact;

Conducts periodic review of the Town's Land Use Regulations, including the Shoreland Zoning Ordinance, Basic Land Use Ordinance, Site Plan Review Ordinance, Subdivision Ordinance, etc. In the course of this review, makes recommendations to the Planning Board, Town Administrator and Select Board for needed revisions and assist in preparing necessary language when appropriate;

Prepares, drafts and oversees long-range plans and other special projects as requested;

Collects land use and community data for use in preparation of comprehensive planning and development of land use/zoning ordinances;

Development Review Responsibilities

Work involves land use planning; staffing and providing technical assistance to the Planning Board;

Responsible for the review and verification of all applications before the Planning Board including but not limited to subdivision and site plan review; advises applicants and the Planning Board of application status and compliance with ordinances; coordinates review with appropriate municipal departments;

Meets with developers and property owners to review development and construction plans;

Attends and staffs Planning Board meetings; oversees preparation of appropriate notices, agendas, staff reports and supporting documents; makes recommendations to Planning Board for appropriate action or additional conditions to be imposed; reviews meeting minutes;

Other Planning Responsibilities

Responsible for municipal GIS program and use of GIS for planning purposes;

Leads effort to develop appropriate land use policy to address a diversity in housing

Provides support for natural resources planning and resilience and sustainability planning, including assistance with implementing the Town's Sustainability Plan;

Prepares and submits grant applications and oversees grant implementation and closeout as requested;

Assists and provides technical assistance to various town committees and boards as requested;

Provides training workshops for Town boards on planning issues;

Responsible for assisting code enforcement with questions regarding Planning Board approvals related to their inspection duties;

Writes specifications and contracts for any subcontracting done for planning purposes or other project assigned by the Town Administrator;

Works with State agencies such as BEP and IF&W;

Other Responsibilities

Assists the public with their questions concerning Town zoning and planning matters;

Attends annual town meeting, special town meetings, pertinent Select Board meetings and related committee meetings;

Prepares reports and memorandum; maintains records; processes purchase orders and accounts payable, and monitors special project budgets and bonds related to the functions of planning;

Prepares departmental budget and represents the Town on various regional and state planning and advisory agencies;

Keeps current on advances in technology as they affect planning functions;

Prepares and disseminates information about the Town of Harpswell, working with property owners to help understand the Town's ordinances and answer any requests for information;

Performs other work as required.

PERIPHERAL DUTIES

Participates on other Town committees as necessary and appropriate

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Bachelor's degree in land use or community planning; environmental science, landscape architecture; geography; or related field, and

(B) A minimum of two (2) years of experience as a municipal planner, or

(C) An equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

(A) Considerable knowledge of state and federal statutes and regulations relating to town planning and land use and environmental regulations; Working knowledge of modern policies and practices of municipal planning, public administration and GIS as well as the techniques of planning research; Develop considerable knowledge of the Town's Code of Ordinances including the subdivision and zoning statutes and all local ordinances, laws, rules and regulations governing planning, zoning and development; Must have some administrative ability in directing the work of the planning department; Knowledge of grant opportunities including grant development and writing; budget development and grant administration; Some knowledge of civil engineering, map making and reading, and photo interpretation; Knowledge of legislative process and current legislation; Knowledge of the principles and practices of planning, design and development; Knowledge of/and the techniques of Geographic Information System [GIS] and use of ArcView software.

(B) Skill in preparing planning ordinances;

(C) Ability to prepare and analyze comprehensive planning documents; ability to manipulate GIS; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, town officials, developers, outside agencies and the general public; ability to efficiently and effectively

administer a municipal planning department. 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.

SPECIAL REQUIREMENTS

Valid Maine Driver's license.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine.

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk and stand, reach with hands and arms, climb and balance stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include correctable close vision, color vision and the ability to adjust focus.

The employee is required to make site visits which may require walking through undeveloped areas. The employee maybe exposed to construction activities which would include loud noises, dust and dirt as well as hazards associated with construction activities.

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.

The noise level in the work environment is usually moderately quiet.

The duties listed above 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.