



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

Maryanne Bilodeau
Asst. Town Manager/HR Director

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Position Available
Assistant Planner
Planning and Community Development Department
35 hours per week

The Town of Sudbury seeks applicants for the position of Assistant Planner. Under the supervision of the Director of Planning and Community Development, the Assistant Planner will be responsible for reviewing development applications and plans; implementing the town's Community Preservation program; responding to inquiries on planning, development and zoning matters; conducting research and analysis of zoning changes, as well as local and state regulations.

Candidates must meet the minimum requirements contained in the job description posted on the town's website at www.sudbury.ma.us/departments/HR. Starting salary range is \$24.94-\$26.93/hr; excellent benefits. Send letter of interest and resume to HR Director, 278 Old Sudbury Road, Sudbury, MA 01776 or by e-mail to bilodeaum@sudbury.ma.us. Resumes accepted until December 16th. AA/EOE

See below for complete job description.

ASSISTANT PLANNER

Definition

Under the direction of the Planning and Community Development Director, performs responsible professional and administrative work assisting the Director, the Planning Board, the Board of Selectmen and the Community Preservation Committee with research, data collection, application review and permitting for proposed land uses, and application processing for Community Preservation Act projects.

Distinguishing Characteristics

Works under the direction of the Planning and Community Development Director/Town Planner and assists the Director/Planner in the review of plans, applications and other submittals in connection with land use applications and Community Preservation Act proposals.

Performs highly responsible duties requiring a thorough knowledge of the department's role, operation and responsibilities deriving from statutory and/or regulatory authority, and requiring the exercise of judgment and initiative within prescribed limits.

Makes frequent contact with various Town departments, has frequent interaction with various boards and committees and elected and appointed officials, makes contact with state and/or federal agencies and officials, and has interaction with the general public and with land owners and project proponents in public hearings and meetings.

Errors and poor performance could result in delay and confusion and in adverse publicity, missed deadlines and possible financial and legal implications.

Has access to department-related confidential information.

Essential Functions

Process applications for special permits, site plans, subdivisions, ANR plans and stormwater permits. Assist in oversight of all details of the application and approval process, including coordination of public hearings, site visits and inspections. Perform review of all project submittals for compliance with state and local bylaws and regulations, and coordinate with other Town departments as part of a comprehensive review process under pressure of specific deadlines. Coordinate review by outside consultants where applicable. Prepare decisions for board/committee vote.

Assist the Community Preservation Committee in carrying out their responsibilities, including reviewing proposals for CPA funding and preparing recommendations; work with recipients to monitor CPA-funded projects after approval; assist with community outreach; update the CPC website and Community Preservation Plan; and develop Town Meeting articles, presentations and annual reports.

Assists with research on zoning bylaws, subdivision rules and regulations, and other relevant bylaws, rules, regulations and procedures in place in other municipalities and at the state level in preparation for updating Town procedures and bylaws.

Assists in responding to public inquiries to the Planning and Community Development Office.

Assists and acts as a resource to other Town departments, boards and committees with planning, development and land use issues.

Assists with preparation of grant applications to state and federal agencies and programs for funding assistance for planning and development initiatives.

Performs similar or related work as required, directed or as situations dictate.

Knowledge, Abilities and Skills

Working knowledge of fundamental concepts and familiarity with the practical and regulatory application of planning, development and land use principles. Understanding of municipal land use statutes and planning functions. Ability to read, analyze and interpret scientific data, demographics, technical reports, blueprints and design plans, and legal documents. Ability to perform research, collect and analyze information and prepare written and oral reports and presentations for municipal boards, commissions, committees and the public. Strong communication and interpersonal skills, both in dealing with staff and the public, and with elected and appointed officials. Effective public speaking skills, and ability to present information to public groups, clients and employees. Ability to work effectively and productively under time constraints to meet deadlines. Proficiency with Microsoft Office Suite. Experience with Geographic Information Systems is desirable.

Minimum Education and Experience

Bachelor's Degree from a four-year college or university in planning, public administration, public policy, architecture, civil engineering or related field, plus one year related experience or training; or an equivalent combination of education and experience. Municipal planning experience preferred.

Special Requirements

Possession of a valid motor vehicle operator's license.

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.