

ASSISTANT PLANNER

Position Purpose:

Job Environment:

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.

Assists in long range planning and initiatives of the Department. Administers programs for the Sudbury Housing Trust.

Reviews proposals for CPA funding and prepares 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.

Researches 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.

Responds to public inquiries to the Planning and Community Development Office.

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.

Recommended Minimum Qualifications:

Education, Training 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.

Knowledge, Abilities and Skills:

Knowledge: 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: 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.

Skill: 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.

Special Requirements: Possession of a valid motor vehicle operator's license.

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.

Ability to view computer screens and work with details for extended periods of time, operate standard office equipment and move throughout the office. May move objects weighing up to 10 pounds. Must be able to convey information to municipalities, consultants, officials and the public.

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.