



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

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Asst. Town Manager/HR Director

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**Position Available**  
**Director of Planning and Community Development**

The Town of Sudbury seeks Director of Planning and Community Development who serves as the chief officer for all planning and community development activities of the Town. Also serves as advisor to the Town Manager, Board of Selectmen, Planning Board, CPC and Sudbury Housing Trust. Provides administrative direction for the Historic Districts Commission, Historical Commission, Zoning Board of Appeals, as well as other project-specific committees. Provides coordination oversight role with the Conservation Coordinator, Building Inspector and Director of Public Health. Advises and assists all town officials, committees and commissions with issues involving planning, zoning, land management, development/redevelopment, and affordable housing.

Candidates must meet the minimum requirements contained in the job description posted on the town's website at [www.sudbury.ma.us/departments/HR](http://www.sudbury.ma.us/departments/HR) . Starting salary range is \$96,236 to \$116,610 (full range to \$126,590); excellent benefits. Letters of interest/resumes may be sent to [hr@sudbury.ma.us](mailto:hr@sudbury.ma.us). Resumes accepted until June 10<sup>th</sup> at noon. AA/EOE

**See below for complete job description.**

## DIRECTOR, PLANNING & COMMUNITY DEVELOPMENT

### **Position Purpose:**

Serves as the chief officer for all planning and community development activities of the Town and also serves as advisor to the Town Manager, Board of Selectmen, Planning Board and Sudbury Housing Trust. Also provides administrative direction for the Historic Districts Commission, Historical Commission, Zoning Board of Appeals and Community Preservation Committee, as well as other project-specific committees. Provides coordination oversight role with the Conservation Coordinator, Building Inspector and Director of Public Health. Advises and assists all town officials, committees and commissions with issues involving planning, zoning, land management, development/redevelopment, and affordable housing.

### **Supervision:**

*Supervision Scope:* All work is performed under the administrative and policy direction of the Town Manager, in accordance with state and local laws and regulations. Incumbent generally establishes own work plan and completes work in accordance with established departmental policies and standards; only cases involving clarification of town policies are referred to supervisors. The position is subject to review and evaluation by the Town Manager according to the Town's personnel plan.

*Supervision Received:* Works under the general administrative direction of the Town Manager

*Supervision Given:* Has direct supervisory responsibility for up to 10 professional and clerical employees, both full and part-time. Has coordination responsibility for three additional supervisory personnel: Conservation Coordinator, Building Inspector and Director of Public Health.

### **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 statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position).*

Establishes and maintains procedures to collect, analyze, and share any information regarding proposed or potential new or reuse development of any property within the Town of Sudbury from any of the following entities: Building Inspector's Office, Board of Health, Conservation Commission, Planning Office, Selectmen's Office, Public Works Department, Private realtors, developers, or property owners, Engineering or other consulting firms

For all community development, construction, or public works projects initiated by Town boards, committees or staff, coordinates a process to insure necessary information has been appropriately disseminated and shared, and that applicable requirements have been met by all of the offices overseen by this position.

For all Site Plan filings, coordinates the process in accordance with local site plan rules and regulations from initial contact from applicant through preparation of decision to compliance with conditions of approval.

For all M.G.L. Chapter 40B comprehensive permit projects, coordinates the process in accordance with state law and local land use regulations from initial contact from applicant through preparation of Board of Appeals decision to compliance with conditions of approval.

For all options as provided for under state law and for other opportunities for land acquisition by the town, serves as advisor to the Town Manager and Board of Selectmen, engaging time and expertise of other staff, consultants or boards and committees as needed.

For all Community Preservation Committee requested projects, coordinate with applicants and project managers the process from initial application period through completion of the project.

With the following offices, develops, coordinates and prioritizes annual and long-range goals and objectives for recommendation to the Town Manager and Board of Selectmen: Historical Commission, Historic Districts Commission, Board of Appeals, and Community Preservation Committee.

With the following offices, develop, coordinates and prioritizes the annual budget submissions to the Town Manager: Historical Commission, Historic Districts Commission, Board of Appeals, Design Review Board, Sudbury Housing Trust and Community Preservation Committee. This includes focusing on the staffing needs of these offices, working as needed with the Assistant Town Manager if any staffing changes are to be requested.

With all offices coordinated by this position, examine and develop best practices for “customer focused” interaction dealing with residents, other staff and offices, and any other individuals or interests who may be “customers” of any of these offices. This includes the following offices: Historical Commission, Historic Districts Commission, Board of Appeals, Community Preservation Committee, Sudbury Housing Trust, Building Inspector, Conservation Commission and Board of Health.

Directly supervise all staff and consultants of the following offices: Historical Commission, Historic Districts Commission, Board of Appeals, Sudbury Housing Trust and Community Preservation Committee. This includes participating in hiring of staff, providing daily direction, developing employee performance evaluations, and counseling and disciplining staff consistent with town policies.

As a member of the Town Manager's Senior Management Team, meet with the Town Manager and other senior department heads to provide input for town-wide plans, programs and coordination of services.

Coordinates Town's response to regional development proposals and participates, or delegates participation, in activities of regional planning and community development organizations.

Perform related duties as required.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

Master's degree in planning or management, plus five to seven years progressively responsible experience in overseeing complex land use and community development projects. AICP certification preferred. An equivalent combination of education and experience may be substituted at the discretion of the Town Manager.

**Special Requirements:** Possession of a valid motor vehicles operation's license.

### **Knowledge, Ability and Skill:**

***Knowledge:*** Thorough knowledge of the principles of planning, zoning, and land use. Thorough knowledge of all applicable state laws. Good working command of office practices and procedures, forms and equipment. Working knowledge of computers systems and common software packages.

***Ability & Skills:*** Ability to recognize town-wide priorities and work cooperatively to support their accomplishment. Ability to plan, assign and supervise the work of other employees. Ability to prepare, present and administer office, grant funded, and project budgets. Ability to read, interpret and prepare technical documents and reports, analyze problems, prepare reports and formulate recommendations concerning departmental operations. Excellent oral and written communication skills, including ability to make presentations at and/or facilitate public meetings.

### **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.*

Employee is regularly required to walk, stand, sit, talk and hear. Uses hands to finger, handle, feel, or operate objects, tools or controls and reach with hands and arms as in picking up paper, files and other common office objects and operating various office machines and audio/visual equipment. Must be able to traverse uneven terrain and access all areas of a construction site, woods and/or swamps. May lift and/or move objects

weighing up to 20 pounds such as books, files, equipment, supplies etc. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

*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.*