



PROVINCETOWN

Massachusetts

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

Planner

Under general supervision of the Community Development Director, the Planner performs professional and administrative duties in planning, organizing and coordinating the Town's planning, land use and appeals office including the provision of staff support for the Zoning Board of Appeals, Planning Board, Historic District Commission, Local Comprehensive Plan Committee and Ad Hoc Zoning By-law Review Committee. Under immediate supervision, assists in the review of plans and files for compliance with subdivision and land use regulations; assists the public and developers in filing applications for land use review, including zoning, subdivision, variances, use permits, environmental review, and the like; distributes applications to agencies and individuals concerned with development; makes field inspections; conducts community planning exercises; prepares graphics, public notice and distribution lists for public notices or hearing; cooperates with property owners, project developers, public officials, and consultants in review of plans for development; conducts routine review; develops special studies as specifically directed; and conducts related work as required such as developing preliminary reports and recommendations for Community Development Director's review.

Bachelor's degree in Urban Planning or a related field; three to five (3-5) years municipal planning experience or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Master's degree in Urban Planning is preferred; Certification as Planner by the AICP is desirable; Valid Class D Motor Vehicle Driver's License is required.

This is a Grade 9, nonunion position within the Town's Compensation Plan. Starting pay will be based on demonstrated qualifications and experience within the salary range of \$68,582 - \$85,304. The position will remain open until filled. Complete job description and application is available on the Town's website at <http://www.provincetown-ma.gov>

Send application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or HR@provincetown-ma.gov

The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.

David Gardner, Acting Town Manager

Posted: Provincetown Town Buildings, <http://www.provincetown-ma.gov>, Indeed, MMA, CCYP, Town Facebook, Linked In
Date: September 19, 2019, 3:45 pm AR

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