

Town of Provincetown, Massachusetts
Planner Job Description

Statement of Duties: 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.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Serves as technical advisor to the Zoning Board of Appeals, Planning Board, Historic District Commission, Local Comprehensive Plan Committee and Ad Hoc Zoning Bylaw Revision Committee by preparing reports and recommendations, attending meetings and serving as the liaison between the Boards and the public, developers and other Town boards/committees; reviews all applications and makes appropriate recommendations, drafting decisions after completion of local review; answers technical questions for Town Boards/Committees as required
2. Acts as principal contact for all manner of development proposals in the Town and coordinates the review of sub divisions, site plans and special permit applications for commercial, recreational, office, industrial and residential development with pertinent staff members and members of other departments.
3. Maintains the Provincetown Local Comprehensive Plan, Zoning By-law, and Planning Board Subdivision Regulations.
4. Oversees the administration of all applicable awarded grants; coordinating legal documents, surveys and appraisal requirements and with State officials to secure grant funding.
5. Conducts field inspections for planning studies, development proposals to ensure compliance with approvals and regulations.
6. Provides comments and advice to the Town Manager, Assistant Town Manager, Planning Director, Zoning Board, Historic District Commission and Planning Board and other Town Boards and Commissions as requested; researches and writes zoning and subdivision regulations and design guidelines.
7. Maintains and updates the Town GIS the inventory of Town maps and related information concerning wetlands, open space and areas of ecological, biological,

Town of Provincetown, Massachusetts Planner Job Description

- geological or hydrological significance.
8. Conducts independent statistical and narrative research pertaining to economic, social and physical factors affecting the Town; makes projections for growth and impacts by analyzing growth trends, population data and development pressures.
 9. Provides information and guidance to members of the public and land use owners as required pertaining to land use and zoning matters.
 10. Attends classes and educational seminars to maintain certification as a Planner and to maintain knowledge of changes in planning laws and/or regulations.
 11. Prepares documents for legal appeals and provides legal testimony in court as required.
 12. Serves as staff advisor and coordinates planning studies.
 13. Coordinates and oversees the Town's GIS projects by vendors/consultants as it relates to planning issues.
 14. Works to achieve the Chapter 40B mandate for the Town.

Supervision Required: Employee works under the administrative direction of the Assistant Town Manager/Planning and Community Development Director, working from organizational policies and objectives, establishing short and long-range plans and objectives for the department, establish personal performance standards and assume direct accountability for the results of a department of the Town. Employee consults with supervisor where clarification, interpretation, or exception to organizational policy may be required. The employee exercises responsibility for the development of department policies, procedures, goals, objectives and operating budgets. The employee is expected to attempt to resolve conflicts that arise and coordinate with others as necessary.

Confidentiality: Employee has access to a wide variety of confidential information including personnel records, lawsuits, official personnel files, client, and department records such as bid documents.

Judgment: Work is performed based on administrative or organizational policies, general principals, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the essential functions performed

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements when conducting field inspections. Employee must exercise caution when conducting field inspections. Noise or physical surroundings may be distracting. Employee may be required to work beyond normal business hours to attend evening meetings.

Town of Provincetown, Massachusetts Planner Job Description

Nature and Purpose of Contacts: Employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

Accountability: Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have adverse public relations, jeopardize programs, loss of grant revenue, and legal repercussions to the Town.

Occupational Risks: Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures when conducting site inspection work in the field. Examples of injury include bruises from falls, cuts or burns or muscular strains.

Recommended Minimum Qualifications:

Education and Experience: 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.

Special Requirements:

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

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of municipal planning, research data and the collection of data in support of the Town's planning services. Working knowledge of personal computer systems including office software and the application of GIS. Working knowledge of Town and state land use regulations and permit procedures.

Abilities: Ability to meet and deal with the public effectively to accomplish the Town's planning goals and objectives; ability to take the initiative required to handle problems effectively; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to deal appropriately with clients, Town employees, Town officials and other governmental agencies. Ability to deal with sensitive inquiries and complaints. The ability to conduct short and long-term planning goals and results.

Skill: Proficient written and oral communication skills. Excellent data processing skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an

Town of Provincetown, Massachusetts
Planner Job Description

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills

Work requires some agility and physical strength when in the field accessing construction work sites or standing or walking for extended periods of time. Occasionally, the employee may be required to lift, push, carry or pull objects such as office equipment.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, personal computer, and office equipment.

Visual Skills

Visual demands require the employee to read documents for general understanding and analytical purposes as well as to interpret non-written materials such as maps; employee must be able to distinguish colors when reading maps.