

Town of Amherst, New Hampshire

JOB TITLE: Town Planner

DEPARTMENT: Community Development

SUPERVISION RECEIVED: Individual works under the general direction of the Community Development Director, performing work in accordance with standard practices and previous training. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities.

SUPERVISION EXERCISED: Organizes and oversees the successful implementation of the Department's internal policies and procedures relating to the support of the Planning Board, Zoning Board of Adjustment, Historic District Commission and other Town Boards and Commissions. All work is performed in conjunction with other staff and under the general supervision of the Director of Community Development.

CATEGORY: Full time, non-exempt

LABOR GRADE: 12

GENERAL SUMMARY:

This is a highly responsible position implementing the planning and zoning processes of the Town. Individual provides administrative and technical support, as required and directed, to the Director of Community Development in overseeing the overall land use planning and development objectives of the Community Development Department.

ESSENTIAL JOB FUNCTIONS:

The essential functions or duties listed below are intended to be representative of the various types of work that may be required to 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, or extension of, the intent of the Position.

1. Under the direction of the Director of Community Development, carries out the development review process including coordinating all land use board actions, ensuring compliance with all statutory requirements, and preparing staff and department reports for submittal to land use boards, other boards and departments, and non-Town agencies.
2. Coordinates approval conditions, stipulations and requirements; and reviews final site and subdivision plans and documents for compliance and accuracy. Processes required legal documents related to Planning Board and Zoning Board of Adjustment decisions and actions.
3. Conducts research related to land use applications, including site visits, as needed and directed by the Community Development Director.
4. Attends meetings of the Zoning Board of Adjustment, Planning Board, Historic District Commission and other boards and committees as assigned by the Director of Community Development, and acts as a Department resource to such boards and committees.
5. Maintains, examines, reviews and processes all required documents and records according to Department policies and procedures.
6. Insures administrative support to the Zoning Board of Adjustment, Planning Board, Historic

District Commission and other Town Boards and Commissions, including preparation of agendas, legal notices, memos, records of decision, and review of minutes.

7. Maintains accurate records (including Minutes) of land use permit applications and decisions; and prepares periodic reports as needed to meet the Department's statutory and internal reporting requirements.

KNOWLEDGE, SKILLS, EXPERIENCE, CERTIFICATION, AND TRAINING REQUIRED OR TO BE OBTAINED:

Individual shall be knowledgeable in land use matters such as planning, zoning and other matters pertinent to the local government environment, be skilled in working with the public and their concerns, be able to communicate effectively verbally and in writing, and possess a valid driver's license. Knowledge of Microsoft Office Suite software and GIS computer applications are highly desirable.

MINIMUM QUALIFICATIONS REQUIRED:

The successful candidate for this position should have a bachelor's degree in Planning or a related field and one to three (1-3) years of progressively responsible experience as a planner in a municipality or state agency; or an equivalent combination of education and experience.

WORKING CONDITIONS:

The Planner must be comfortable working with persons representing a wide variety of disciplines, from chief executive officers to sub-contractors and must appreciate their various perspectives. Clientele include attorneys, engineers, developers, commercial entrepreneurs, homeowners, and lessees. Perspectives include those of the landowners/ users to abutters and affected neighbors, local elected/ appointed officials, other municipal department heads and their staff, state and federal officials, and representatives of private/ special interest groups. The normal hours of work during the work week are expected to include at least one evening meeting per week.

PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS

The above statements are not intended to be an exhaustive list of all responsibilities and duties required.