

TOWN OF WAYLAND

POSITION DESCRIPTION

Title: **Town Planner**

Department: **Planning**

Appointing Authority: **Town Manager**

Affiliation: **AFSCME**

Grade: **G-8**

Personnel Board Approved: **4/27/99**

Personnel Board Revised: **5/29/12, 6/8/2022**

Summary of Duties

Primary responsibility is in support of the Town Manager, Planning Board, and Select Board in matters related to planning, housing, and economic/community development.

Assist the Planning Board in reviewing and evaluating applications (ANRs, Subdivisions, Site Plan Approval, Special Permits, Scenic Roads, etc.) and fulfilling all of its statutory and regulatory obligations.

Keep the Town Manager and Planning Board apprised and up-to-date on municipal matters and on changes in land use laws and regulations.

Support the Town Manager, Planning Board, and Select Board in developing recommendations for growth and development in the Town.

Support the Planning Board in developing required statutorily authorized plans such as: Town Master Plan, Housing Production Plan, and other visioning documents as may be requested.

Support the Town Manager, Planning Board, and Select Board in making revisions to Zoning Bylaws and regulations.

Devotes full attention and best efforts to the business of the Town during normal business hours and is expected to avoid endeavors that could give the appearance of a possible conflict of interest.

Supervision Received

Works under the general direction of the Town Manager.

Receives direction and regular feedback from the Planning Board to efficiently address all statutory and regulatory obligations of the Planning Board.

Errors could result in time loss, confusion and delay, failure to comply with regulations, poor public relations, monetary loss, and legal repercussions.

Supervision Exercised

May supervise administrative employee(s).

Job Environment

Work is generally performed under typical office conditions with noise from office equipment and light traffic.

Work is sometimes performed under field conditions with possible exposure to adverse weather conditions and hazardous conditions associated with development sites such as large equipment and machinery.

Operates standard office equipment and software, including a computer and keyboard.

Has frequent contact with residents and members of the public, consultants, developers, other Town departments and employees, state and federal agencies, real estate and appraisal agents; contacts generally involve discussion of land development issues and/or related permits.

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

Accepts and advises the Planning Board of receipt of applications, reviews applications in a timely manner for compliance with pertinent laws and regulations.

Prepares memos and analyses of applications for consideration by the Planning Board outlining regulatory timelines and requirements that need to be met.

Seeks, coordinates and evaluates engineering, other technical and general input from Town staff, peer review consultants, and others during the application review processes, assuring that all commitments and deadlines are met.

Works with the Planning Board Chair to develop meeting agendas and timely posts public meetings and meeting materials.

Prepares and provides the Planning Board with organized, detailed meeting packets in advance of scheduled Planning Board meetings (packets to contain, among other things, primary materials and professional analyses).

Drafts decisions for Planning Board review.

Responsible for administering all applicable federal, state and local laws, regulations and programs.

May draft policies for Board consideration.

Confers with Town Counsel as necessary.

Acts as daily contact person for the Planning Board.

Acts as the Planning Board's representative at the Planning Board's direction and with Town Manager approval where applicable.

Prepares correspondence on relevant matters for Planning Board review.

Drafts regulations, warrant articles and policies for Planning Board review.

Performs site and other inspections to make recommendations in the evaluation of applications, plans and proposals and to ensure compliance with regulations and decisions issued by the Planning Board.

Oversees all Planning Department administrative functions including the daily operations of the Planning office – develops office procedures, maintains well organized paper and electronic files, assures daily access of the public, attends to and maintains records of monies paid by land use applicants.

Ensures compliance with legal requirements for public hearings.

Attends all meetings of the Planning Board and takes minutes of Board meetings or assures that staff is available to do so.

Submits to the Town Manager and administers the Planning Department annual operating budget; drafts the annual report for Planning Board review and submission to the Town Manager; makes recommendations, in consultation with the Town Manager, for contracted services; coordinates and participates in upgrades and purchasing of office equipment, computer hardware and computer software for the department; authorizes the purchase of supplies.

Undertakes general planning, research, and analysis.

Recommends and, with Town Manager and/or Planning Board approval where applicable, designs, implements and evaluates short- and long-term projects consistent with land use planning objectives.

Seeks grant sources and prepares and drafts grant applications on behalf of the Town as approved by the Town Manager.

Reviews and advises the Town Manager and Planning Board on statutorily authorized plans and, as directed by the Board, revises such plans.

Drafts regulations, warrant articles, policies and Bylaws for the Planning Board's consideration.

Stays current with and advises the Town Manager and Planning Board on changes in land use laws and regulations.

Participates in regional planning activities and initiatives; coordinates the Town's review of development projects in surrounding communities; represents the Town as directed by the Town Manager.

Recommended Minimum Qualifications

Education: Bachelor's Degree in planning or a related field of endeavor; Master's Degree preferred.

Experience: Over four (4) years of experience in municipal planning preferably in Massachusetts.

Substitutions: An additional four (4) years of related experience may be substituted for the planning degree requirement.

Licenses/Certificates: Must possess a valid driver's license to operate a motor vehicle; American Institute of Certified Planners (AICP) Certification is preferred.

Knowledge, Abilities and Skills:

Deep technical knowledge of local, state, and federal laws and regulations related to planning and development, including but not limited to: state and local subdivision control, state and local zoning, relevant municipal case law, and relevant environmental rules and regulations.

Strong research and analytical skills and is able to clearly analyze facts or circumstances regarding specific planning or development issues and develop clear, concise assessments for others.

Great facility with office administration.

Command of personal computers and software programs, including:

- Standard office software programs such as MS Office Suite
- GIS
- Website management
- File sharing
- Virtual meetings

Strong organizational skills for both time and paperwork.

Ability to communicate effectively, both orally and in writing.

Aptitude and attention to details and accuracy.

Ability to maintain detailed, complete and accurate records, organize files, manage projects, accomplish tasks, and meet deadlines.

Ability to read and understand site plans and construction/engineering documents.

Ability to interpret and enforce regulations firmly, tactfully, and impartially.

Excellent customer service skills.

Ability to operate a motor vehicle.

Ability to conduct construction site inspections.

Ability to maintain the confidentiality of information.

Ability to develop effective working relationships with colleagues and the general public.

Ability to handle multiple projects simultaneously.

Physical Requirements

Light physical effort required while performing duties under typical office conditions.

Must be able to use a personal computer and operate a keyboard.

Frequently required to sit, talk and hear, and occasionally walk or stand.

Must have the physical agility required to access all portions of development sites, which may include rough terrain.

Vision must be correctable to normal ranges.

Must be able to judge distances and spatial relationships.

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.