

## ***TOWN OF NORFOLK TOWN PLANNER***

### Definition:

The Town Planner is accountable for directing programs regarding municipal planning, zoning and subdivision matters within the town as delineated by state statute and local subdivision rules and regulations.

The Town Planner is responsible for coordinating all planning activities in the town and serves as staff support to the Land Use Boards; reviews all development plans for compliance, ensures plans are developed as approved; directs all long-range planning. Develops and updates the Town's Master Plan. Provides technical advice to citizens and support to the Planning Board and seeks and secures grants to support planning related activities.

### Distinguishing Characteristics:

Works under the direction of the Town Administrator.

Performs highly responsible and complex duties requiring considerable knowledge and independent judgment in the application and interpretation of relevant state and local laws and land use practices.

Supervises part-time/full-time employees serving the land-use boards.

Makes frequent contact with town departments, state and county officials, the business community and the general public.

### **Essential Functions**

Exercises considerable independent judgment in rendering professional advice to the Planning Board on the administration of subdivision rules and regulations, the evaluation of subdivision plans, the preparation of proposed amendments to the zoning law; and the preparation of grants, growth plans, capital plans, and special projects

Researches legal issues, gathers data, and prepares studies and policy actions relating to Town planning activities.

Acts as the expedited permit coordinator for the B-1 district.

Writes internal memoranda, and prepares draft proposals. Assembles information from planning studies and from policy statements into informative documents, reports or exhibits for the Town's public officials.

Develops short and long term plans for the town. Completes the research, preparation, and administrations of proposals and grants for applicable Federal, State, County, or private

funding sources. Completes the research and preparation of general planning studies and projects. Reviews of all development proposals including subdivisions, special permits, and site plans, checking for completeness, accuracy, and compliance with the Planning Board's regulations and Town by-laws.

Participates in plan review process; prepares information and summary reports; makes recommendations to the Planning Board on development proposals. Coordinates with applicants on behalf of the Town. Conveys Planning Board policies to developers, the general public, town boards and departments.

Acts as the Zoning Enforcement Officer. Reviews Zoning Bylaw and Planning Board Rules and Regulations and recommends upgrades in a complex series of bylaws and regulations that dictate land use in the Town in response to changing conditions, policies, laws, environmental issues, etc.

Responsible for the preparation and justification of annual Land Use Boards' budget. Responsible for the requisition, purchase, and maintenance of equipment and supplies.

Submits an annual report to the Planning Boards and Town Administrator outlining the activities of the Land Use Boards and presents to town voters at the Town Meetings. Supervises the maintenance of all records and accounts. Submits all reports required by State County and Federal entities.

Directly supervises the Planning and Development departments and employees. Carries out supervisory responsibilities in accordance with the Town's policies and applicable laws. Responsibilities include interviewing, hiring, training, assigning work, appraising performance, rewarding and disciplining employees.

Provides assistance to the public by explaining the Planning Board's rules and regulations, as well as other Town regulations or by-laws as appropriate. Represents the Land Use Boards at meetings of Town departments, boards and commissions as directed. Provides technical assistance and guidance to agencies and citizens.

Works with the Building Inspector Enforcement Officer where appropriate to ensure enforcement.

Conducts planning studies regarding future development in the town; reviews existing planning and zoning guidelines and by-laws and makes recommendations for revisions; develops and maintains computerized data base for planning, involving traffic engineers, census, economic data, mapping, etc.; serves as staff liaison between Planning Board and other town departments and agencies.

Coordinates town planning goals and priorities with surrounding towns, state and local agencies, councils and committees and outside consultants as appropriate.

Facilitates, in a collaborative manner, all long range-planning, including the development, updating and implementation of the Master Plan; assists the town in creating a vision for its future and recommends strategies for realizing that vision.

Solicits and secures funds to support planning related activities. Researches the availability of grants and writes grant applications and administers program when funds are granted, as appropriate.

Monitors land use and demographic trends, policies, federal and state law, etc. and analyzes how these affect Norfolk.

Builds and maintain a Planning Board web site (page) to make information such as Rules and Regulations, Permitting Procedures Manual, General Plan, meeting agendas and other notices, etc. easily accessible to the public. Also, writes and issues occasional articles/press releases to keep the public informed of planning-related issues and events.

Maintains contact with other planners through regional, statewide and national organizations. Also, attends conferences and workshops to remain current on planning issues, legal rulings, trends etc.

Performs other planning and administrative functions and duties as appropriate.

#### RECOMMENDED MINIMUM QUALIFICATIONS:

##### Education and Experience:

Graduation from an accredited four year college or university with a bachelor's degree in regional, urban, community planning, architecture, engineering, environmental science or related field. Graduate degree in planning desirable with a minimum of three years progressively responsible planning experience.

##### Knowledge, Ability, Skill:

Excellent oral and written communication skills; grant writing experience highly desirable; thorough working knowledge of land use concepts, familiarity with conservation and open space preservation issues; experience in operating Geographic Information Systems (GIS) desirable. Organizing and executing multi-function cross organizational tasks. Ability to meet and deal with people appropriately and effectively. Ability to establish and maintain effective working relationships with Town officials, subordinates, and the general public. Skill in operating computers and applicable software applications. Comfortable speaking to large audiences.

##### Physical Requirements:

Minimal physical effort generally required for work performed in the office. Light to moderate physical effort required in the performance of field investigations. While performing the duties

of this position, the incumbent is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Performance of essential functions may also require incumbent to climb or balance, stoop, kneel, crouch, or crawl. Occasionally required to lift and or move 30 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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