

## **Town Planner**

*Town of Norfolk*

The Town of Norfolk (population 9,459) is seeking a Town Planner. 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 Planner may also act as the Zoning Enforcement Officer.

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. The Town Planner reports to the Town Administrator.

The candidate must possess a bachelor's degree from an accredited four year college or university in regional, urban, community planning, architecture, engineering, environmental science or related field. A graduate degree in Planning is desirable with a minimum of three years progressively responsible planning experience.

**The position is full-time however we will consider alternative schedules.** Salary range: \$51,563- \$76,336. For a copy of the full job description is on the Town Website at [http://www.virtualnorfolk.org/public\\_documents/norfolkma\\_employment/index](http://www.virtualnorfolk.org/public_documents/norfolkma_employment/index)

*Email all letters of interest, resume with salary requirements, and three professional references to [jobs@virtualnorfolk.org](mailto:jobs@virtualnorfolk.org). AA/EOE*