



## **Job Description**

Position: Assistant Town Planner  
Primary Location: Town Hall  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Town Engineer and Town Planner  
Description Updated On: November 10, 2021

### **Summary/Objective**

The employee provides a range of administrative duties in support of the department's day-to-day operations assisting the Town Engineer, Town Planner, Planning Board, and Conservation Commission. The employee is required to perform all similar or related duties.

### **Essential Functions**

- Prepares meeting agendas, support materials, public hearing notices, correspondence and minutes, as well as attends the meetings of the Planning Board; posts meeting agendas with the Town Clerk and the Town's website in accordance with the state Open Meeting Law.
- Serves as liaison between consulting engineers, attorneys, and the public for non-technical inquiries concerning filings and/or business with the Planning Board.
- Maintains department records in electronic format; monitors GIS and Auto CAD information; updates spreadsheets and project cost-related information.
- Assists the Engineer and Planner with site inspections as needed.
- Performs a range of administrative and clerical services including, but not limited to, greeting and directing visitors, answering routine, non-technical inquiries, processing department mail and maintaining department records.

### **Required Qualifications, Education, and Experience**

Bachelor's Degree in Planning or related field with a minimum of three (3) years planning or land use experience or an equivalent combination of education and experience.

### **Knowledge, Skills, & Abilities**

- Thorough knowledge of MS Office as well as office terminology and the effective utilization of office equipment such as copiers and scanners. Knowledge of department office procedures and Town government functions; must be able to effectively use the internet and email systems in support of department operations.
- Knowledge of state and local laws and/or regulations pertaining to the Planning Board and the permitting process.
- Working knowledge of techniques and practices associated with both short- and long-term comprehensive planning with the ability to plan and prioritize work and to perform multiple tasks in a timely, organized, and accurate manner. Knowledge of federal and state grant programs.

- Proficient customer service, written, and oral communication skills, and good judgment; ability to deal effectively with disgruntled members of the public.
- Must be proficient in data processing and specialty software such as Adobe Acrobat; Auto CAD and GIS a plus.

### **Physical and Mental Job Requirements**

- Works in an office setting which primarily involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books, office equipment, and computer paper. Outdoor site inspections may be required on occasion.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Communicate in-depth information for the purpose of interpreting, and/or negotiating
  - Memorization/concentration
  - Learning/knowledge retention
  - Preparing/analyzing numerical figures
  - Analyzing/examining/testing data
  - Emotional/behavioral self-regulation
  - Interacting with others

### **Work Environment**

- The functions of this role are conducted primarily in an office environment and outside site inspections on occasion.

### **Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. The employee may be required to work beyond normal business hours in order to attend evening meetings of the Planning Board, Conservation Commission or other Committees, Boards or Commissions.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or

other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_