



Job Description

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

Summary/Objective

The Town Planner is responsible for performing professional, supervisory, and administrative work for the town's Planning and Engineering Department. Work involves implementation of the Town's Comprehensive Plan; assessing proposals for land use and development; determining compliance with the Zoning Bylaw, and applicable state and federal laws; attending Planning Board meetings in an advisory capacity; planning long range projects; acquiring and administering grants; and recommending policies, standards or criteria; the employee is required to perform all similar or related duties.

Essential Functions

- Provides professional advice to the Planning Board, Select Board, and other relevant agencies on land use related matters.
- Administers the Town's land use processes; coordinates all land use board actions, ensures compliance with all statutory requirements, drafts amendments to the zoning and general bylaws as needed, prepares all required reports and maintains records.
- Consults on a regular basis with Town Counsel regarding land use and development matters and possible bylaw amendments.
- Applies for and manages grants; oversees projects to ensure compliance with grant requirements.
- Provides professional staff support to the Planning Board; prepares for and attends meetings; researches, reports and makes recommendations on all applications and petitions; administers policies and procedures; and provides other information or assistance as required.
- Develops, implements and administers various planning studies relating to land use, development, and infrastructure, and provides recommendations regarding town land.
- Provides support and recommendations to the Conservation Commission regarding acquisition and protection of open space.
- Develops, implements and administers the Town-wide Geographic Information System (GIS); oversees the GIS managed services consultant.
- Provides leadership and technical assistance to the business community and downtown revitalization groups to develop and implement business retention programs.
- Serves as a liaison to state and federal officials regarding planning issues affecting the community.
- Works with developers, engineers, attorneys, and others involved with the development process; negotiates impact fees and public infrastructure improvements from developers.
- Provides information and assistance to various boards, committees and commissions on planning-

related issues; permanent member of Industrial Development Commission.

- Provides information and assistance to other Town departments and the public regarding zoning, site plans, subdivisions and other topics; responds to inquiries or complaints and explains policies and procedures.
- Prepares the annual report for the Planning Board and the Industrial Development Commission.
- Prepares and manages the budgets of the Planning Department, the Planning Board and the Industrial Development Commission.

Required Qualifications, Education, and Experience

Master's degree in Urban Planning with a minimum of ten (10) years' experience as a Municipal Planner or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have a valid Massachusetts Class D Driver's License.

Preferred Qualifications, Education, and Experience

Certification by the American Institute of Certified Planners (AICP) is preferred within one (1) year of appointment.

Knowledge, Skills & Abilities

- Thorough knowledge of local, state and federal laws governing the work.
- Strong administrative, budgetary, legislative drafting and computer skills; effective written, verbal and communication skills and excellent negotiation skills.
- Ability to develop programs and manage projects efficiently, and to read and interpret blueprints; ability to establish effective working relationships with other Town staff, outside officials, contractors, developers, attorneys and the public.
- Ability to maintain a high degree of confidentiality.

Physical and Mental Job Requirements

- Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.
- 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
 - 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
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Make decisions that have significant impact on a developer and/or private business.
 - 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

- Emotional/behavioral self- regulation
- Interacting with others

Work Environment

- The functions of this role are conducted in an office environment.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried 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. This may mean hours beyond 35 per week are required.

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_____