

Town of Ashburnham

Town Planner/Conservation Agent

The Town of Ashburnham is seeking applicants for a full-time, 40 hour per week position of Town Planner/Conservation Agent.

Ashburnham is a rural community of less than 7,000 residents located in N. Central Worcester County. The Town is governed by a three person Select Board and a Town Administrator. Home to Cushing Academy, a historic village center and a vibrant arts community; Ashburnham is aggressively pursuing grants in support of economic development and infrastructure improvements. Ashburnham is noted for its eight lake communities as well as its abundance of open space and hiking trails. It is the source of the Souhegan, Millers, and Nashua watersheds.

The Town Planner/Conservation Agent will provide professional management, support, and coordination to the Planning Board, the Conservation Commission, and the Zoning Board of Appeals. The position will perform technical reviews and evaluations of applications and submissions to the Boards and the Commission. The Town Planner/Conservation Agent should understand short- and long-range planning and land use principals, as well as water/wetland resources and regulations. Applicants must have the ability to communicate clearly in oral, written, and graphic form; work independently; interpret technical data, engineering maps and plans; work cooperatively with members of municipal boards/commissions; and deal professionally with government agencies, along with project applicants and their attorneys/engineers/consultants, as well as the public. Assistance in revising existing municipal bylaws and/or the preparation of new bylaws will be an important Town Planner/Conservation Agent task, as well as the identification, review, preparation, and administration of government and other grant source applications and relevant forms. The position requires the Town Planner/Conservation Agent to attend regular meetings of the Planning Board, Zoning Board of Appeals and the Conservation Commission as well as perform site visits as required.

Preferred Qualifications: Bachelor's degree in urban/regional planning, environmental science, biology, or a related field preferred however, applicants with a combination of comparable academic and 2+ years' work experience will be strongly considered. A valid Massachusetts Class D Motor Vehicle Operators License is required. This is a full-time position, 40 hours/week, with a starting salary range of \$60,000 - \$72,000. Pay is dependent on qualifications.

Application Deadline: Qualified applicants should send a letter of intent, resume, and three professional references to the Town Administrator, 32 Main Street, Ashburnham, MA 01430 or email to the Executive Assistant MCalandrella@Ashburnham-MA.gov

Applications accepted until position is filled. Ashburnham is an EOE.