



*The Town of Concord
is currently accepting applications for the full-time position of:*

Senior Planner
Department of Planning & Land Management

Salary range: \$65,763 to \$99,202;
Starting salary will be based on experience & qualifications

The Town of Concord is seeking a professional planner to provide technical & administrative support for the Historic Districts Commission, Historical Commission and Community Preservation Committee of the Department of Planning & Land Management. This individual will conduct assigned studies and projects and may serve as technical staff support for special committees. Duties require strong communication and excellent interpersonal skills, knowledge of historic structures, understanding of architectural details. Must have ability to work with a high level of detail; prioritize multiple tasks and deal effectively with interruptions. Position requires education/experience equivalent to a Bachelor's degree in planning, landscape architecture or related field with 5 years relevant experience. This is a full-time, managerial-professional position. Attendance at some night meetings required. We value diversity and welcome candidates of all backgrounds to apply.

Applications will be accepted until the position is filled. The most highly qualified candidates will be invited to one or more interviews and/or other assessments. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Appointment of the final candidate will be contingent upon the results of pre-placement conditions including criminal and motor vehicle record checks, a physical exam, and a drug screening. Costs for these pre-placement requirements will be borne by the Town.

For more information or to apply, visit www.concordma.gov/jobs
or contact HR at 978-318-3025. EOE.

Senior Planner

Department: Planning and Land Management
Reports To: Town Planner
Appointed By: Town Manager

Salary Grade: MP-3
FLSA Status: Exempt
Date: April 2022

GENERAL SUMMARY:

Under the general supervision of the Town Planner, provides regulatory, technical and design support for various boards and committees supported by the Division; assists applicants in working through the regulatory process of the Historic Districts Commission, Historical Commission and Community Preservation Committee, as assigned. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of detail, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

- ◆ Review applications on proposed projects and prepare reports and recommendations to various boards and committees; identify issues with proposed projects, apply applicable Federal, State and Town laws and regulations and recommend alternative courses of action and conditions. Provide comments and recommendations to the Town Manager on historic preservation for local, state or federal projects. Conduct site visits for proposed projects.
- ◆ Meet with applicants to answer questions and to discuss or negotiate potential solutions; guide applicants through permitting or funding process.
- ◆ Answer public questions and concerns related to projects and/or regulations; ensure the planning and decision-making processes are transparent and open to the public.
- ◆ Request meetings with staff from other departments to discuss concerns and to evaluate potential solutions. Attend various town board and/or committee meetings as assigned and provide technical support as necessary.
- ◆ Assist in the preparation and maintenance of reports, records and files in support of department operations. Prepare study maps, charts, graphs and take photographs for boards and committees as necessary.
- ◆ Assist boards and committees with the development of Town Meeting Warrant Articles.
- ◆ Identify and assist in the preparation of grants on a town-wide basis.
- ◆ Perform special projects and related responsibilities as initiated and requested.
- ◆ Perform other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None.

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:

- ◆ Any combination of education and experience that provides the ability to perform functions is qualifying. A typical example of this is:
 - Bachelor's degree in planning, architecture, historic preservation or other related field and five years of progressively responsible related experience
- ◆ Possession of a valid motor vehicle operator's license required.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Working knowledge of historic structures, understanding of architectural details, and ability to provide guidance to boards and committees.
- ◆ Thorough knowledge of the principles and practices of planning and associated laws, bylaws, rules, and regulations. Good working knowledge of and proficiency in the use of office automation, planning materials and tools, research technology, and other resources. Skill in interpreting plans, maps and charts.
- ◆ Excellent interpersonal skills: ability to communicate effectively both verbally and in writing; ability to effectively deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with coworkers.
- ◆ Ability to recognize town-wide priorities and work cooperatively to support their accomplishment, to identify and analyze complex issues and to develop appropriate recommendations, to collaboratively problem solve with a group on complex and emotional issues. Ability to conduct independent research and to analyze and interpret results.
- ◆ Ability to work with a high level of detail; ability to prioritize multiple tasks and deal effectively with interruptions.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Occasional periods spent in non-office environments, including construction sites, subject to all weather conditions. Walking, standing, climbing, bending, and lifting required. Work involves travel within Town and to neighboring towns and requires attendance at evening meetings.

Most work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately quiet work environment, with frequent interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, keyboard, calculator, camera, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.