



**CITY OF NORTHAMPTON  
MASSACHUSETTS**

**ANN #: 23-93 I/O**

**NOTICE OF POSITION  
VACANCY**

**ISSUED: 09/22/22  
CLOSING DATE: 10/07/22  
LOCATION: PLANNING &  
SUSTAINABILITY**

## **PLANNING & SUSTAINABILITY PLANNER**

**One (1) Permanent Full-time Vacancy (40 Hours per week)**

**Salary: Band H Range: \$28.8033-\$37.8098 per hour**

**Anticipated Hiring Range: \$28.80-\$34.24 per hour**

### **DEFINITION:**

Position is responsible for coordinating, along with other Department staff, an array of land use permitting for boards including zoning, historic preservation and architecture review, and providing support for other sustainability activities in Northampton in accordance with applicable Massachusetts General Laws, City Ordinances, and relevant federal, state and local regulations and standards.

### **ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. 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.

Reviews and analyzes all applications filed for zoning relief or architectural and design review to ensure compliance with applicable laws and regulations; provides detailed technical analysis memos to permit-granting boards and commissions to allow for defensible decisions, responds to questions, complaints, concerns during public hearings. Evaluates and interprets state and local land use regulations and provides this information to the public.

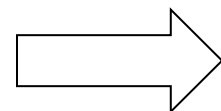
Identifies funding sources and prepares funding applications for projects to implement measures to reach carbon goals as identified in Climate Resilience and Regeneration Plan, historic preservation projects, and other planning and transportation initiatives; works with federal, regional and state agencies to identify funding opportunities for current and future projects.

Serves as project manager for historic preservation initiatives, including planning and capital improvements. Periodically reviews local ordinances and policies for compliance with long-term planning initiatives, sustainability principles and state laws; prepares new ordinances and regulations as needed, provides policy direction to boards and committees.

Works with Historical/Local Historic District Commission to identify and implement historic preservation planning initiatives and tools.

Develops and maintains relationships with stakeholders, individuals, applicants and community groups.

Performs similar or related work as required.



## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

Bachelor's degree in planning, public administration or a related field and at least one to two years of experience in municipal planning or a related field, or any equivalent combination of education and experience. Master's degree preferred. Massachusetts Class D Driver's License required.

### **Knowledge, Ability and Skill:**

Knowledge: Knowledge of the principles and practices of urban planning, zoning, land use and conservation area management; knowledge of Community Preservation Act; knowledge of wetlands and storm water and of related statutes, regulations, procedures, codes and standards.

Abilities: Ability to write grant applications; ability to establish harmonious working relationships with City officials, governmental representatives, community groups and the general public.

Skills: Verbal and written communication skills; skill in use of computers, including Microsoft Office Suite and Adobe; skill in use of GIS.

### **Physical Requirements:**

The work is generally performed in an office environment. Intermittent but frequent inspection work is conducted in the field with exposure to various weather conditions. Five or more in- person night meetings per month.

The work usually involves physical skills typical of an office environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds; walking, standing, access to construction sites in various types of weather conditions may be involved when performing site inspections.

### **FRINGE BENEFITS:**

Benefits are consistent with other the NAPEA Bargaining Unit Contract.

**TO APPLY:** Employees who wish to be considered for transfer or promotion to the position may do so by completing a Promotion/Transfer Request form and submitting it to the Human Resources Department, 240 Main St., Northampton, MA 01060. Others please apply by clicking the green "Employment" button at [www.northamptonma.gov](http://www.northamptonma.gov) by the above closing date.

~~Equal Opportunity Employer~~