**OPEN POSITION
Town Planner**

**Full Time 35 hours/week; Mon-Thu
Salary Range: $70,000
Start Date: Immediately**

**Job Description:** The Town Planner acts as Administrative Officer and staff to the Planning Board and Zoning Board of Review and is primarily responsible for coordinating the subdivision and commercial development application and review process. In addition, the position is responsible for the maintenance of the Zoning and Subdivision Ordinances and the Land Development and Subdivision Regulations in conformance with the Comprehensive Community Plan. The Planner shall also assist with and/or coordinate long-range and short-range planning projects implemented by the Planning Board and/or the Town Council such as the Road and Bridge plan in conjunction with the Director of Public Works. The Planner shall prepare and present Council-approved grant applications to state and federal agencies and manage awarded grants. The Town Planner will also coordinate the annual preparation of the Capital Program and is responsible for the Planning Department budget. Attendance at night meetings is required.

**Requirements:** To be considered, a candidate must possess a Bachelor’s Degree in Planning, Public Administration, Urban Studies or related field or an equivalent combination of education and experience. GIS skills are a plus. Send resume and cover letter to Foster Town Council, Foster Town Hall, 181 Howard Hill Road, Foster, RI 02825. You may also email your resume to Denise DiFranco: ddifrancoftc@gmail.com.

This position will remain open until filled.