

**TOWN OF PALMER
TOWN PLANNER**

Definition:

An administrative and professional planning position responsible for directing Palmer's land use and planning activities, administering the Planning Board office and working with the Planning Board and Zoning Board of Appeals and providing technical assistance to various town officials including the Assessors, Zoning Enforcement Officer/Building Inspector, DPW Director, Conservation Agent and Board of Health as directed. Oversees the duties of the Conservation Agent.

Supervision:

Work is performed under the general supervision of the Town Manager in cooperation with the elected Town Planning Board.

Supervises the Planning Office Personnel and Conservation Agent.

Job Environment:

Work is performed under typical office conditions. Will be required to attend evening meetings and or training seminars. May have to attend weekend site visits and or training seminars. Must also have the physical ability to conduct site inspections.

May be required to travel to other local communities to gather information and meet with other town officials and staff.

Must be able to operate standard office equipment including computers and will coordinate the Town's Geographic Information System.

Has frequent contact with and must have the ability to deal appropriately with the general public, developers, other Town officials and personnel, and professionals in the planning field. Must have the ability to communicate effectively in written and oral form.

Must have the ability to interpret state and local legislation, community attitudes and regional development plans as errors in interpretation or planning procedures could result in recommendations adversely affecting community development, the local economy, conservation efforts and planning.

Essential Functions:

The Town Planner will perform the following functions as directed by the Town Manager:

- Manages the Planning Office including assuring quality service to the public, overseeing the budget, and providing direction to the Planning Office Clerk.
- Oversees the duties of the Conservation Agent.
- Prepare materials and attend all Planning Board meetings.
- Review and provide technical assistance to the Planning Board and other town offices for subdivision applications, site plans, special permit application and other development proposals.
- Reviews development applications, recommends and develops improvements for residential, commercial and industrial development applications in keeping with smart growth concepts. Makes recommendations and assures quality of decisions and compliance with state and local ordinances.
- Coordinate the Planning Board's review, approval and monitoring process for all subdivisions and other development proposals.
- Recommend zoning and subdivision improvements by researching zoning and subdivision techniques and ordinances, keeping current on legislation affecting zoning and subdivisions, and suggesting to the Planning Board ways to incorporate new approaches to the Town's ordinances.
- Provide land use, zoning and development expertise to Town officials, Boards, community groups and the general public.
- Assist the Planning Board Conservation Commission and Town Manager in applying for appropriate planning and land use grants.
- Assist and advise landowners, developers and other interested persons seeking information and interpretation of the town's zoning by-law and subdivision rules and regulations and aids on procedural matters such as application for various land-use permits.
- Work with the Planning Board and other interested parties in updating the Master Plan for the town.
- Act as a liaison and facilitator among the Town Manager, Planning Board, Palmer Redevelopment Authority, and Zoning Board of Appeals and Conservation Commission.
- Identify resources for attracting business to the community.
- Provides professional economic development advice, assists in the application and permitting process, and serves as an advocate for economic development in line with the Community Plan, zoning ordinances, and goals as established by the Town.
- Select, supervise and approve the work of various consultants engaged in planning and development activities within the town.
- Serve as the town's initial point of contact on development issues.

- Meet with various Boards on a bi-monthly or quarterly basis as determined by the Planning Board to establish a project list. The Planner will prioritize and present this list to the Planning Board for their approval, disapproval or modification of such list.
- Serves as Green Community program and grant coordinator; writes and manages Green Community grants; submits annual report to DOER utilizing the energy data platform Massachusetts Energy Insights (MEI).

Recommended Minimum Qualifications:

Bachelor’s Degree in planning or related field and five years experience in municipal planning, or any equivalent combination of education and experience. Strong interpersonal, written and oral communications skills and a working knowledge of MS Office and ArcView GIS.

Knowledge, Ability and Skill:

- Excellent writing and speaking skills.
- Knowledge and experience related to working with developers, Town officials and the public.
- Extensive knowledge of land use, land development and legal issues related to planning.
- Excellent communication skills. Must be able to negotiate, mediate, treat people respectfully and communicate clearly.
- Knowledge of Massachusetts zoning and subdivision law.
- Knowledge of the Town of Palmer and its region, or knowledge of similar communities.
- Experience with MS Office and ArcView GIS required.
- Massachusetts Class D Driver’s License required.
- Ability to supervise others and prepare annual budgets; ability to plan, organize and direct the preparation of various studies, analyze problems, prepare reports and formulate recommendations.
- Experience working with a Regional Planning Agency preferred.

Physical Requirements:

Moderate to strenuous effort may be required periodically in the field. The occupant may frequently be required to stoop, sit and climb when necessary. Activities performed may require a moderate amount of physical exertion and body movements such as reaching, bending and twisting. He/she may be required to access all areas of a construction site and may be required to traverse rough and uneven territory in the performance of site inspections and visits. He/she may have to pull or push various materials during inspections or visits. He/she may frequently be required to spend several hours walking and standing. The position also requires, on occasion, lifting objects of up to fifty pounds and occasionally greater than fifty pounds with the assistance of other personnel or equipment.

Environmental Conditions:

The occupant is required on occasion to work outdoors in extreme weather conditions such as rain and snow and hot and cold temperature extremes. He/she may also be exposed to gas and/or diesel fumes and high noise levels. The occupant is expected to use foul weather gear, hard hat, rubber gloves, steel toe shoes as well as eye and hearing protection and respiratory protection when necessary.

Salary Range:

\$70,500.00 to \$80,500.00. Commensurate with experience.

The above statements are intended to describe the general nature and level of work required of people performing this job. The above is not intended to be an exhaustive list of all responsibilities and duties that may be required.