



TOWN OF BELMONT

Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

STAFF PLANNER

Office of Planning and Building

Annual Salary \$80,061.76

Under the general direction of the Director of Planning & Building, the Staff Planner performs a variety of technical and professional work in the current and long-range planning of the Town.

Provides staff support to the Planning Board, the Historic District Commission (HDC), the Economic Development Committee (EDC), and other boards and committees as needed. Reviews building permit submittals for zoning bylaw compliance. Attends early morning and evening meetings outside of normal working hours. Performs site inspections and other required follow-up enforcement actions. Works on special planning projects in areas related to housing, economic development, historic preservation, and land use planning.

Bachelor's Degree in urban planning, or related field, from an accredited college or university and three to five years of increasingly responsible planning-related experience, or any combination of education and experience. A master's degree is preferred.

This is a full time 40 hour per week fully benefited Exempt Management position.

Complete Job Description available upon request.

Applicants must submit the required Town of Belmont Application form, resume and cover letter to the HR Department, 455 Concord Avenue, Belmont, MA 02478 or fax 617-993-2741 or humanresources@belmont-ma.gov by the closing date of **December 17th, 2023**.

The Town of Belmont is an Equal Opportunity Employer.



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department

Town of Belmont

455 Concord Avenue, Belmont, Massachusetts 02478

(617) 993-2740

humanresources@belmont-ma.gov