


JOB DESCRIPTION

Town Planner

Date of Last Revision: December, 2020

| | | | | |
|--|----------------------|--|------------------|--|
|  WESTERLY Rhode Island | DEPARTMENT | Development Services – Planning Office | | |
| | REPORTS TO | Director of Development Services | | |
| | FLSA STATUS | Exempt; Full-Time | | |
| | POSITION TYPE | Non-Union | PAY GRADE | |

POSITION OVERVIEW

Under the general direction of the Director of Development Services, the Town Planner is responsible for performing a variety of current, complex, and long-range municipal planning activities, the administration of the Comprehensive Plan and the review of development plans.

ESSENTIAL JOB FUNCTIONS

- Supervisors, mentors, and develops assigned staff in the Department of Development Services.
- Oversees day-to-day community planning and land use activities including timely review of land development and subdivision applications.
- Provides customer assistance; responds to phone and email contacts; provides planning assistance to the public and other Town departments regarding land use programs and capital projects.
- Coordinates, prepares and presents projects/proposals to various internal and external stakeholders.
- Provides technical support and advice to the Planning Board, Architectural Review Board, Economic Development Commission and other municipal boards and commissions as necessary.
- Oversees the preparation and implementation of the Town’s comprehensive plan and land development & subdivision regulations.
- Communicates with internal and external stakeholders on planning and zoning matters.
- Facilitates studies and action plans involving economic, housing, geographic, environmental, transportation, or other issues affecting land use and development.
- Conducts site inspections to ensure compliance with approved subdivision and development plans.
- Assists in the preparation of grant applications and administers awarded grants.
- Manages CDBG program.

ADDITIONAL JOB FUNCTIONS

- Attends Town Council, Planning Board, Economic Development Commission, Zoning Board, and various other Board and Commission meetings (such as Architectural Review Board, Conservation Commission, Harbor Management Commission, Municipal Land Trust, etc.) as required.
- Attends conferences, seminars and informational meetings as required.
- Works with other staff members in the Offices of Zoning, Code Enforcement, Property Maintenance and Building.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Public administration principles and practices as applied to community planning.
- Principles and procedures of community planning, municipal land use law, economic development,

resiliency and other relevant and current planning areas.

- Municipal finance tools as they pertain to development projects.
- Grant writing and administration.
- CDBG program administration.
- Technical expertise in the interrelationships between regulatory rules, procedures, practices, and laws and engineering and design principles.

SKILLS *in:*

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established policies, procedures, guidelines and rules.
Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY *to:*

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, Power Point and Excel in addition to other related software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public; explain complex concepts to non-professionals and to resolve issues with diverse and often opposing groups.
- Maintain a professional attitude.
- Maintain consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled workday when needed.
- Continue education and professional development to improve public service through expertise.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Urban or Community Planning, Public Administration, Environmental Science, Resiliency Planning or equivalent in related field.
- Minimum of five (5) years of experience in community planning – public or private sector.
- Minimum of two (2) years supervisory experience.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid Rhode Island driver's license.
- Certification by the American Institute of Certified Planners (AICP) or eligible for certification upon hire.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS *including:*

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.