

**Town of Natick
Job Description**

Position Title:	Development Review Planner	Grade Level:	3
Department	Community Development	FLSA Status	Exempt
Reports to:	Director of Community & Economic Development		

Statement of Duties: The Development Review Planner is responsible for managing review processes for discretionary permits submitted to the Planning Board and Zoning Board of Appeals. This work includes review of applications, research of past decisions and applicable regulations or policies, and presentation of recommendations to the applicable decision-making body. The position also makes recommendations on amendments to the zoning bylaw.

Supervision Required: The Development Review Planner works under the general direction of the Director of Community & Economic Development. The employee plans and prioritizes the majority of their work independently, in accordance with the standards and rules of the Town and Department and according to professional judgement. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

Supervisory Responsibility: There are no employees directly supervised. However, the position is expected to oversee the discretionary review process and in that capacity, may advise or direct colleagues in the appropriate action in a given circumstance.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents, which may be complex or conflicting, at times. The employee uses judgment in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency, legality, and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to

Community Development Department
Development Review Planner
11/20/20

Town of Natick Job Description

accomplish the work.

Confidentiality: Employee has access to confidential information obtained during the performance of the regular duties of the position.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements when conducting field inspections. The employee must exercise caution when conducting field inspections. Noise and physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is expected to work beyond normal business hours in order to attend evening meetings.

Nature and Purpose of Contacts: Relationships are primarily with co-workers, both within the Department and in other Town Departments, permit applicants, elected and appointed board/committee members, and the public involving frequent explanation, discussion or interpretation of rules, regulations, practices, procedures, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with employees of outside organizations and state agencies. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Occupational Risks: Duties generally do not present occupational risks to the employee. Minor injury could occur when conducting site inspection work in the field. Examples of injury include bruises from falls, cuts or burns, or muscular strains.

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.

- Serves as staff to various Boards and Commissions.
- Reviews plans going before the Planning Board, Zoning Board of Appeals (ZBA), and/or the Design Review Board.
- Coordinating interdepartmental review of development plans.
- Coordinates project review with the Historical Commission and Local Historic Districts.
- Prepares staff reports for cases before various boards and commissions.
- Presents case information before various boards and commissions.
- Develops and recommends by-law amendments.

Community Development Department
Development Review Planner
11/20/20

Town of Natick Job Description

- Performs analyses to support various Town policies.
- Provides information to public regarding Town and State by-laws and regulations.
- Provides professional and technical administrative approval on Town processes, in accordance with local and state regulations.
- Represents the Town and the Department in meetings with representatives from other State and/or local agencies, as needed.
- Generates minutes of meetings as needed.
- Support maintenance of the permitting system and permit files.

Recommended Minimum Qualifications:

Education and Experience: The Development Review Planner must fulfill the following qualification or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Bachelor's Degree in Planning or related field, and two (2) to four (4) years' experience in municipal planning; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Master's degree in Planning or related field preferred and may substitute for experience.
- Valid Driver's License.

Special Requirements: Certification as a Planner by the AICP is desirable. Experience working in a Massachusetts municipal planning setting preferred.

Knowledge, Abilities and Skill

Knowledge:

- Knowledge of municipal planning principles, methodologies, and functional elements as well as the competence and experience to apply such principles to develop and implement programs and practices to effectively guide and manage sound and effective community development.
- Working knowledge of personal computer systems including Microsoft Office and Google software and the application of GIS technology in support of Department operations.

Community Development Department
Development Review Planner
11/20/20

Town of Natick Job Description

- General knowledge of Town and State land use regulations and permit procedures.
- General understanding of State enabling legislation, real estate finance, municipal laws/bylaws and building design and construction.

Abilities:

- Ability to meet and deal effectively with colleagues, public officials and constituencies to accomplish the Town's planning goals and objectives.
- Ability to take the initiative required to handle problems effectively.
- Ability to communicate clearly, both orally and in writing.
- Ability to utilize technology to support and advance department objectives.
- Ability to maintain confidential information.
- Ability to maintain, manage, and organize project records.
- Ability to deal with sensitive inquiries and complaints.
- The ability to review site plans and construction drawings.
- The ability to comprehend zoning and other municipal laws.

Skill:

- Excellent written and oral communication skills.
- Proficient data processing skills.
- Highly proficient analysis skills

Physical and Mental Requirements

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 position's essential functions.

Physical Skills:

- Little or no physical demands required to perform the essential functions of the position.

Town of Natick Job Description

- Work requires some agility and physical strength when in the field accessing construction work sites, standing, or walking for extended periods of time.
- Occasionally, the employee is required to lift, push, carry, or pull objects such as office equipment.

Motor Skills:

- Duties are largely mental rather than physical, but the job may occasionally require the employee to use basic motor skills to perform activities such as accessing construction or work sites, moving objects, operating a telephone system, personal computer and/or most other office equipment.

Visual Skills:

- Visual demands require the employee to constantly read documents and computer screens for general understanding and analytical purposes, to interpret materials such as maps or blue prints, and to view sites and properties with respect to planned development or ongoing construction.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.