

Position Title:	Development Review <u>Associate</u> Planner	Grade Level:	<u>32</u>
Department	Community <u>& Economic</u> Development	FLSA Status	Exempt
Reports to:	Director of Community & Economic Development		

Statement of Duties

The Associate Planner performs a broad range of professional planning and technical assignments that support the Town and the Community & Economic Development (CED) Department in the areas of transportation, land use, housing, economic development, short and long range planning, and project management. The Associate Planner provides support and review of discretionary permits submitted to the Planning Board, Zoning Board of Appeals, and other development review committees.

~~The Development Review Planner is responsible for managing application and conformance review for discretionary permits submitted to the Planning Board and Zoning Board of Appeals. This position serves as a project manager that carries development projects from application submittal through conformance review for occupancy.~~

Supervision

Under the general direction of the Director of Community and Economic Development (CED), the ~~Development Review Planner~~ Associate Planner is expected to work both collaboratively and independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

Supervisory Responsibility

The ~~Associate Development Review~~ Planner ~~position~~ does not require the regular supervision of employees but may supervise the work of volunteers, interns, or consultants. However, the position is expected to oversee ~~the~~ discretionary review process for boards and committees and therefore, in that capacity, may advise or direct colleagues in the appropriate action in a given circumstance.

Accountability

The ~~Development Review~~ Associate Planner must be ethically responsible for their work products. Consequences of missed deadlines, document errors, or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

Judgment

The work of the Associate Planner 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. Judgment is used in analyzing specific situations to determine appropriate actions.

Complexity

The work of the Associate Planner consists of applying various 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 accomplish the work. Errors could result in delay or loss of service and possible legal ramifications.

Confidentiality

~~Employee~~ The Associate Planner has access to confidential information obtained during the performance of the regular duties of the position, and this information must remain confidential.

Work Environment

- Work performed by the Associate Planners is typical of a municipal office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions. Operates all department computers and technologies, telephones, copier, scanner, and all other standard office equipment.
- The Associate Planner will may have frequent contact with Town department staff, public officials, general public, vendors, consultants, and outside agencies and organizations. Contacts require a high degree of tact, diplomacy, and confidentiality.
- The Associate Planner will may be required to work beyond regular business hours to attend evening meetings or completing work assignments.

~~The work environment involves everyday discomforts typical of offices and construction site field inspections. The employee must exercise caution when conducting field inspections. The Development Review Planner may be required to work beyond regular business hours to attend on-site meetings for construction projects, attend evening meetings, or completing work assignments.~~

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed by the Associate Planner. 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.

- Assists in the review of applications and plans before the Planning Board, Zoning Board of Appeals (ZBA), and the Design Review Board (DRB).
- Serves as staff to the ZBA and DRB (tasks include but are not limited to: meeting preparation and attendance; drafting notices, reports, and decisions; research and follow-up with Applicant).
- Gathers and evaluates data for various planning studies (e.g. land use, transportation, zoning, economic development, redevelopment, and housing, etc.).
- Serves as a liaison for development project review, between applicants, Town staff/boards/committees, and the community.
- Provides support to CED staff members working on transportation, housing, economic development projects, in addition to working collaboratively with associated organizations and committees to achieve Town goals.
- Supports CED staff on the implementation of Natick 2030+ and other short and long range planning goals.
- Research, preparation, and implementation of grant and funding opportunities.
- Development of project management skills relative to area of planning concentration.
- ~~Reviews plans before the Planning Board, Zoning Board of Appeals (ZBA), and the~~

Design Review Board.

- ~~Serves as staff to various Boards and Commissions.~~
- ~~Coordinates 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.~~
- ~~Provides information to the public regarding projects and planning efforts.~~
- ~~Provides professional and technical administrative approval on Town processes per local and state regulations.~~
- ~~Represents the Town and the Department in meetings with representatives from other State and local agencies, as needed.~~
- ~~Supports the maintenance of the permitting system and permit files.~~

Knowledge and Abilities

- Ability to work collaboratively with colleagues, public officials, and constituencies to accomplish the Town's planning goals and objectives.
- Knowledge and understanding of State enabling legislation, municipal laws/bylaws (MGL Chapter 40A and Subdivision Control Law), and building design and construction.
- Ability to review site plans and development reports ~~and construction drawings.~~
- Ability to communicate effectively orally and in writing with state and federal agencies, engineers, land surveyors, architects, contractors, developers, property owners, supervisors, employees, and the general public.
- Ability to prioritize, scope, establish timelines relative to project management.
- Knowledge of GIS or AutoCAD technology is desirable.
- Knowledge of personal computer systems including, Microsoft Office and Google software.
- Ability and willingness to learn through continuing education opportunities.
- Work on several complex planning projects simultaneously and successfully coordinate these activities.

Education and Experience

A Bachelor's Degree in planning, civil engineering, architecture, landscape architecture, construction management, public administration, project management, or related field, ~~and two (2) years of experience;~~ or A Master's Degree in planning, or a related field may be substituted for some work experience.

Experience

Two (2) years of full-time, professional level work in a relative field, with a preference of work in a municipal setting. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

Other

A valid Driver's License is required

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.

**Town of Natick
Job Description**