

Town of Natick Job Description

Position Title:	Senior <u>Transportation/Economic Development</u> Planner	Grade Level:	3
Department	Community and Economic Development	FLSA Status	Exempt
Reports to:	Director of Community and Economic Development		

Statement of Duties

The Transportation/Economic Development ~~Senior~~ Planner is responsible for providing professional and technical work in the area of transportation, with a secondary focus on economic development and arts & culture. The Town has an extensive list of transportation projects that the Transportation Planner will be managing to promote the Town's goals relative to transportation and mobility for all residents (examples include: vehicular and multimodal, bicycle and pedestrian, trails planning). for the Department of Community and Economic Development in areas including, but not limited to, community and land use planning (short and long term), economic development, housing, historic preservation, transportation. While the Town has been advancing efforts to improve local partnerships, communication, attraction and retention efforts, in addition to facilitation between businesses and local review boards.

Supervision

Under the general direction of the Director of Community and Economic Development, the ~~Senior~~ Transportation/Economic Development 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 ~~Senior~~ Transportation/Economic Development Planner position does not require the regular supervision of employees but may supervise the work of volunteers, interns, or consultants.

Accountability

The ~~Senior~~ Transportation/Economic Development 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 Transportation/Economic Development 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 Transportation/Economic Development 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

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determining the methods to accomplish the work. Errors could result in delay or loss of service and possible legal ramifications.

Confidentiality

The Transportation/Economic Development Planner Employee has access to confidential information obtained during the performance of the regular duties of the position. Such information shall remain confidential.

Work Environment

- Work performed by the Transportation/Economic Development Planner is typical of a municipal office environment, with occasional exposure to outside elements. 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 work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements.
- The Transportation/Economic Development Planner will 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 ~~Senior~~ Transportation/Economic Development Planner may be required to work beyond regular business hours to 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 of the Senior by the Transportation/Economic Development 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.

- Planning with a primary focus on transportation, which includes creating and implementing the bicycle and pedestrian planning, supporting the implementation of the Town's Open Space and Recreation Plan, and advancing the work of the Natick 2030+ Master Plan.
- Collects, analyzes and interprets transportation data, designs surveys, long range transportation planning priorities, summarizes data and prepares reports, and reviews transportation model inputs and outputs.
- Collect, analyze, and interpret workforce, economic and demographic data.
- Promote business retention, expansion and attraction practices to Town officials and staff using best practices in economic development related to infrastructure, transportation, public engagement, branding and commercial financing.
- Builds relationships with stakeholders throughout Natick and identifying needs and providing access to resources to address identified needs.
- Works collaboratively with businesses, landowners, non-profits, state and local officials, and community members on advancing transportation and economic development initiatives.
- Manages long-range transportation planning projects and providing support relative to long range infrastructure projects.
- Manages events, communications, and initiatives relative to transportation, infrastructure, and

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economic development efforts.

- Performs analyses and professional and technical support to various Town efforts, such as policy and regulation development.
 - Serves as a project manager for transportation planning projects.
 - Supports the creation and implementation of economic development, and transportation programs.
 - Assists in project review for development projects when needed.
 - Research, preparation, and implementation of grant and funding opportunities relative to economic development, transportation, and infrastructure.
 - Supports other members of the CED team, with the implementation of Natick 2030+ and other short and long range planning efforts.
 - Dedicated to working with various boards and commissions to better and support the community relative to transportation, economic development, and arts & culture.
 - Work in collaboration with Natick Center Cultural District and Natick Center Associates to implement creative opportunities to integrate cultural traditions and artistic expression throughout civic life.
 - Manage and assist in the management of projects related to arts and culture events, including program design and execution.
- ~~Ability to work collaboratively with businesses, landowners, non-profits, state and local officials, and community members.~~
 - ~~Dedicated to working with various boards and commissions to better and support the community.~~
 - ~~Lead and support planning, economic development, housing, transportation, and infrastructure projects.~~
 - ~~Identify, apply, and administer grant funding opportunities.~~
 - ~~Manages events, communications, and initiatives relative to planning and economic development efforts.~~
 - ~~Performs analyses and professional and technical support to various Town efforts, such as policy and regulation development.~~
 - ~~Serves as a project manager on various planning projects.~~
 - ~~Supports the creation and implementation of planning, economic development, housing, and transportation programs.~~

Knowledge and Abilities

- Knowledge of techniques used in the collection, retention, distribution, analysis, reporting and mapping of transportation asset condition, performance, sociological, economic, environmental, and other related data.
- Knowledge of federal and state laws, local policy, and legislative processes related to

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transportation planning, asset management, and performance management.

- Ability to analyze, interpret, evaluate data, in addition to preparing charts, maps, and other tools used in the analysis of data.
 - Ability to prepare clear and concise reports, charts, maps, and tabulations pertaining to transportation projects and performance, statistics, and factual data.
 - Knowledge of general planning, economic development, transportation, and arts & culture is required.
 - 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 guide and manage sound and effective community development effectively.
 - Knowledge of M.G.L. Chapter 40A, Subdivision Control Law, and other applicable State and Federal regulations and programs.
 - 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.
 - Knowledge of personal computer systems, including Microsoft Office and Google Suite
- ~~software.~~
 - ~~Ability to prioritize, scope, budget, establish timelines relative to project management.~~
 - ~~Ability and willingness to learn through continuing education opportunities.~~

Education and Experience

A Master's degree in planning, architecture, landscape architecture, construction management, public administration, public policy, social work, project management, or related field. In addition to experience in municipal government, housing, planning and development, community development, and/or project management.

Experience

Two (2) years of experience in responsible position related to municipal government, housing, planning and development, community development, and/or project management.

Other

A valid Driver's License is required

~~A Bachelor's degree in planning, business, public administration, engineering, or related field, and five (5) years of experience; orny equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.~~

~~A Master's degree in planning, public administration, project management, business, or related field preferred.~~

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.