

Town of Erving, Massachusetts
Position Description

Position Title:	Town Planner	Compensation Schedule:	General Government
Department	Community Planning	Level:	F
Reports to:	Town Administrator	FLSA Exempt:	No
SB Approved:	01-29-2024	Essential:	No

Statement of Duties: Performs routine or semi-routine but detailed or complex administrative duties and supports the day-to-day operation of planning, land use, economic development, coordinating both short- and long-range plans, and grant funded activities of the Town of Erving. Oversees the organization, application, development, implementation, and management of planning and grant funded projects. Performance of duties requires a thorough knowledge of departmental operations and the exercise of judgement and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. The employee is required to perform all similar or related duties as required.

Supervision Required: Under the general direction of the Town Administrator, performs complex and responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's services, in accordance with applicable Massachusetts General Laws, Town policies, Town bylaws and relevant state, federal and local regulations and standards.

Supervisory Responsibility: Employee may provide direction and supervision to Planning Assistant, interns, consultants, contractors, and vendors. Will work collaboratively with Town, regional and state boards, agencies, and personnel as required.

Confidentiality: Employee has access to department-related confidential information including Planning Board, Conservation Commission, and Zoning Board of Appeals executive session discussions related to pending litigation and/or negotiations, bid proposals and personal information about citizens and developers related to planning programs and proposed developments.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

Complexity: The work consists of functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Public Contact: Duties involve constant contact with local, state and federal government

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officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Employee must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the wellbeing of the municipality.

Accountability: Consequences of errors missed deadlines or poor judgement could have far reaching effects on the municipality's ability to deliver services and the public's confidence in the town government and can result in monetary loss, legal repercussions, and increased labor/material costs.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Employee will be required to work beyond normal business hours in response to emergency situations and to attend evening meetings or other functions.

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.

1. Has a working knowledge of the Town Master Plan, Open Space & Recreation Plan and individual department studies related to their needs and goals.
2. Makes recommendations regarding regulations, policies and procedures involving community planning and development and advises boards, commissions and committees as needed in the planning and economic development areas. The Planner will work on short- and long-term plans as well as business and economic development projects and initiatives.
3. Explores, secures and administers grants for various planning initiatives. Assists with community development grants and projects. Responsible for periodic or intermittent progress reports for each grant or project to the Town Administrator as requested; prepares all mandatory and supplemental or requested reports ensuring compliance with grant requirements.
4. Answers questions and concerns related to projects and/or regulations; ensures that planning processes and land use decisions are transparent and open to the public.
5. Attends various Town board and/or committee meetings as assigned. Provides various boards, committees, and departments, such as Planning Board, Conservation Commission, and Zoning Board of Appeals, with technical support as necessary. Consults on developments and construction projects as necessary.
6. Assists with planning studies, including the preparation of maps and graphic materials and the collection of data as needed. Assists in the preparation and maintenance of reports,

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maps, records, and files in support of departmental operations.

7. Research and supply necessary and important information as needed in preparation of reports; helps mediate and problem-solve solutions to unanticipated problem that have developed in the field and work with other Town departments, regulatory agencies, contractors, and property owners to correct noted deficiencies.
8. Assists public on general inquiries relating to planning and land use.
9. Facilitates public input on various planning initiatives through public meetings, workshops and other means.
10. Develops fiscal year budget(s) for the Community Planning department.
11. Serves as the Town's representative for the Franklin Regional Planning Board and the Comprehensive Economic Development Strategy Committee. Serves as the Flood Plain Administrator, as outlined in the Zoning Bylaw.
12. Maintains professional competence through participation in workshops, seminars and training programs provide by professional organizations.
13. Performs special projects and related responsibilities as directed by the Select Board. Performs other duties as required.

Minimum Qualifications:

Education and Experience: Baccalaureate degree in a discipline related to planning, grant strategies, or business development; minimum of three to five (3-5) years as a Town Planner or experience in public sector 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 may be considered.

Must demonstrate a track record of substantive level of responsibility with grant applications, planning projects, and project management; must demonstrate skills in the context of formal organizations, specifically municipal organizations and administration including standard budget monitoring practices. Demonstrated ability to communicate complex information and data analysis to various constituency groups.

Preference for demonstrated experience working with ArcGIS.

Special Requirements:

Valid Massachusetts Class D Motor Vehicle Operator License

Will be expected to attend evening and occasional weekend meetings/events as directed.

As such, access to reliable transportation is necessary.

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Knowledge, Abilities and Skill

Knowledge: Knowledge of or ability to learn the principles and practices of community development, land use and grants management; and of state and federal laws, regulations, or programs related to planning, economic development, and grant management; Thorough understanding of local zoning bylaws and subdivision regulations; Comprehensive knowledge of the various financial requirements of municipal government as well as the State's Procurement Law; Experience with research methods and report writing; Familiarity with grant preparation and administration.

Abilities: Ability to establish and maintain effective working relationships with diverse interest groups and work cooperatively with supervisor, staff, and elected or appointed officials and the general public. Ability to plan, analyze, coordinate projects, consult and offer advice, requires highly effective written and oral communication skills. Must perform all aspects of job responsibilities with honesty and integrity. Strong organizational skills in a multi-task environment required. Ability to plan and work with general supervision or specifically as directed; ability to work on several on-going task and assist to coordinate community economic development, planning and research projects. Ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail. Ability to meet deadlines and work effectively in high pressure situations. Ability to exercise tact, resourcefulness, sensitivity, and persuasion in dealing with a variety of individuals from a broad socioeconomic and culturally diverse base. Ability to maintain confidentiality of personal and financial information.

Skill: Proficient oral and written communication skills. Ability to convene community workshops and experience with public speaking. Proficiency with the Microsoft 365 platform and use of PC based systems equipment in the execution of department operations. Effective budgetary management 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: Minimal physical effort is required to perform the essential functions of the position. Frequent sitting, talking, walking, and mental concentration for prolonged periods are required; occasionally required to lift and/or move objects or books of up to 20 pounds. Must be able to communicate and be understood clearly, give presentations or participate in other public discourse situations. Position requires the ability to access off-site premises that may not be handicap accessible.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills to perform activities such as operating a motor vehicle, moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing. The employee is frequently required to reach with hands and arms and sit and talk and hear for extended periods of time.

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Visual Skills: Visual demands require the employee to regularly read documents for general understanding and analytical purposes. The employee may be required to determine color differences.