



Town of Rockland

Job Description

Position Title:	Town Planner	Grade Level	N/A
Department	Land Use	Date	7/1/2022
Reports To:	Assistant Town Administrator	FLSA:	Exempt

Summary:

The Town Planner is responsible for performing professional and administrative work for the town's Planning Department, including the town's Planning and Zoning Boards. Work involves implementation of comprehensive plans; assessing proposals for land use and development; determining compliance with Zoning Ordinances, and applicable state and federal laws; attending Planning & Zoning Board meetings in an advisory capacity; assisting with long range planning projects; acquiring and administering grants; and recommending policies, standards or criteria, zoning bylaw changes.

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.

- Coordinates all land use board actions; provides staff assistance to the Planning Board and Zoning Board of Appeals. Provides ad hoc assistance to the Conservation Commission as needed. Attends Planning Board and Zoning Board of Appeals meetings.
- Reviews applications submitted for completeness and conformance to applicable statutes, regulations and bylaws. Administers town planning and zoning bylaws, policies and procedures. Draft Planning Board and Zoning Board of Appeals Decisions for deliberations by respective boards.
- Coordinates technical review meetings of proposed projects that includes representatives from pertinent town departments. Works with developers, engineers, attorneys, and applicants involved with proposed development projects. Assists residents and petitioners with applications and interpretation of issues related to planning and zoning policies and procedures.
- Ensures the timely posting of meeting agendas, legal advertisements, public hearing and abutter notification; working with the Regulatory Coordinator, furnishes supporting materials to the Planning Board and Zoning Board of Appeals for meeting preparation.
- Reviews Town's bylaws and recommends amendments to zoning bylaws as needed.

Town Planner
7/1/2022

- Applies for and manages various grant programs, including Rockland’s Green Community Grant, Municipal Vulnerability grants, and coordinates with the town’s Community Development Block Grant consultants.
- Assists the Assistant Town Administrator in the development and implementation of the Town's planning programs; including updates and implementation of the Town’s Master Plan, Housing Production Plan, Hazard Mitigation Plan, and other related plans.
- Assists the Assistant Town Administrator in economic development activities, including implementation of the town’s Local Rapid Recovery Plan and Downtown Rockland Action Strategy.
- Oversees implementation, annual reporting and coordination of the town’s 40R district, the Downtown Rockland Revitalization Overlay
- Prepares and administers annual budget, approves payroll, authorizes purchases and payment of bills.
- Performs other related work as may be required or assigned.

Supervision Required: Under the general supervision of the Assistant Town Administrator, but most day-to-day work is performed independently.

Supervisory Responsibility: Supervises staff in the Land Use Department. Formulates office policy, training, work assignments and performance evaluations.

Confidentiality: In accordance with the State Public Record Law, the employee has regular access to department-level confidential information such as official personnel files and department records.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in missed deadlines, monetary loss; jeopardize programs, or legal repercussions to the Town.

Judgment: Work is performed based on administrative or municipal policies, state and federal 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 to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area’s authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity: Work consists of employing many different concepts, theories, principles, techniques, and practices relating to a professional or administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards, or criteria.

Nature of Public Contacts: The employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. The employee must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality

effectively in critical and important situations that may influence the financial wellbeing of the municipality.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree in Urban Planning or relative field required, Master's Degree desirable, and minimum three years' experience in the land use planning, preferable local government of which at least three years were in an administrative or supervisory position; or any equivalent combination of education and experience.

Special Requirements: As a condition of employment, must complete a CORI examination.

Knowledge, Abilities and Skill

Knowledge: Subdivision Control Law; the Zoning Act; Town of Rockland Zoning Bylaws; Smart Growth Districts (MGL c. 40R); Green Communities Act; Municipal Vulnerability Planning

Abilities: Ability to prepare annual budget, plan, conduct research, collect data and statistics, analyze data, read maps and plans; ability to manage several projects at one time; ability to make public presentations.

Skills: Strong oral and written communication skills; excellent organizational skills; proficient in Microsoft Suite and Geographic Information Systems (GIS) preferred.

Work Environment: The work environment is typical of a professional office, involving moderate noise levels and with frequent interruptions. Environment involves everyday risks which require normal safety precautions typical of offices.

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: Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as operating a telephone system, personal computer, office equipment, computer keyboarding, filing and/or sorting of papers.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend.

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