

COMMUNITY DEVELOPMENT & PLANNING DIRECTOR

Position Purpose:

The purpose of this position is to perform professional and administrative duties in planning, organizing, coordinating, and administering the town's planning, land use, and community development functions and activities; all other related work as required. The Community Development & Planning Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in formulating decisions and policies, and in the interpretation and application of laws, regulations and procedures. Performs a variety of responsible functions in accordance with state statutes and local bylaws.

Supervision Received: Work is performed under the policy direction of the Board of Selectmen, under the direct supervision of the Town Administrator, and the policy guidelines of the Planning Board and in accordance with state and local laws and regulations. Employee establishes own work plan and completes work in accordance with established departmental policies and standards; only cases involving clarification of policies are referred to supervisor. This position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: Has direct supervisory responsibility for one employee.

Job Environment:

Work is performed under typical office conditions; the noise level is moderate. Required to attend frequent evening meetings.

Operates computer, printers, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Makes frequent contact with the general public, and other Town employees, board/commission members, attorneys, professional consultants, and state/regional agencies. Contacts are by phone, correspondence, and in person; contacts require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related confidential information, requiring the application of appropriate judgment, discretion and professional protocols.

Errors in administration and judgment could result in reduced levels of service, cause confusion and delay, adverse public relations, and have financial and legal repercussions.

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Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

Plans, organizes, and directs all Planning Department activities. In conjunction with the Board, establishes planning goals and priorities. Develops, recommends, and implements Planning Department policies and procedures.

Coordinates Planning Board meetings and related task forces. Prepares agenda and prepares detailed background information for members. Conducts studies and prepares reports and recommendations. Carries out Board decisions.

Provides technical assistance and guidance to agencies and citizens. Conducts planning studies regarding future development in town. Reviews existing planning and zoning guidelines and by-laws and makes recommendations for revisions. Develops and maintains computerized data base for planning involving traffic engineering, census, economic data, mapping, etc. Serves as staff liaison between the Planning Board and other Town departments and agencies.

Develops the department's capital and operating budget. Ensures that department operates within budgetary constraints. Establishes and maintains appropriate records and reports.

Assesses performance of the Planning Department in relation to established goals.

Recommends new approaches, policies and procedures to effect continual improvement of efficiency and effectiveness of Planning Department and the services provided. Performs research and prepares documentation for Board. Develops material for public presentations.

Develops and implements long-range planning goals and strategies.

Serves as professional advisor and administrative staff to the Industrial Development Commission. Coordinates meeting agenda and attends all meetings to provide technical information and respond to related inquiries, requests, and complaints.

Monitors and directs all community and economic development activities including business retention, industrial, commercial, and residential rehabilitation and development. Supplies research and statistical material for use by existing industries and those considering investing in the town.

Develops and coordinates grant-funded programs for municipal departments, boards, and commissions.

Provides technical support to the Conservation Commission; coordinates Commission meetings and agendas.

Assists the public in understanding wetlands laws; provides information for individuals filing with the Commission.

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Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree required; Master's degree in urban/regional planning or related field desirable; three to five years of progressively responsible planning and/or community development experience at the local, regional, or state level; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal planning and community development. Thorough knowledge of applicable state laws including Open Meeting Law, Public Records, Zoning Act, Subdivision Control Law, etc. Familiarity with federal, regional, and state economic development programs. Good working knowledge of office practices and procedures, forms, and equipment. Working knowledge of computer systems and common software packages.

Ability: Ability to recognize town-wide priorities and work cooperatively to support their accomplishment. Ability to analyze complex issues and develop relevant and realistic plans, programs, and recommendations. Ability to read and understand detailed engineering plan. Ability to deal with the public in a courteous and tactful manner. Ability to communicate effectively in written and verbal form. Aptitude for details and accuracy. Ability to work effectively under time constraints to meet deadlines.

Skill: Skill in operating computers and applicable software applications. Skill in all of the above listed tools and equipment.

Physical 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 essential functions. Lifts/moves objects weighing up to 10 pounds. Types on a keyboard at a moderate speed. Communicates verbally and in writing. Manually operates all office equipment and machines.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

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