

## **Town Planner**

### **DEFINITION**

Position performs complex planning, administrative, and supervisory work for the Town of Canton. Work involves developing sound approaches to growth and development; assessing proposals for growth control, land use development, and zoning by-law changes; developing long range planning studies; assisting in review and evaluation of development proposals, providing input for specific planning and development issues; seeks and prepares grant applications; and performs other work such as site design and landscaping plans for municipal properties.

### **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.*

- Meeting and information coordination for upcoming Town projects between departments and interested parties.
- Plan, design and carries out a program of Town planning, including the following: community goals and objectives, land use planning, housing, economic development, natural and cultural resources, open space and recreation, public facilities and services, circulation, traffic and transit, integration of strategies and initiatives, and implementation programs.
- Develop and prepare reports for the Board of Selectmen and the Planning Board, including but not limited to: community planning studies, zoning research and analysis, and site plan review. Provides professional staff support to Planning Board through assistance with, review of plans upon request of Planning Board and correspondence.
- Coordinate and work with Planning Board and assist in implementing plans to accomplish town wide goals. Responsible for assisting the Planning Board in developing and maintaining a town wide strategic plan while working with other town officials and municipal staff in completing this task
- Provides assistance to the Planning Board by evaluating proposed community development strategies and their impact on community facilities and utilities; by integrating current plans for public facilities and services into the overall town-wide planning process; and by monitoring the development of the Canton Center Economic Opportunity District, recommending modifications as necessary.
- Responsible for development of a design strategy, meeting with business and citizen groups to solicit feedback, prepare a program of work, detail cost estimates for various components, and develop conceptual design plans.
- Serves as a professional staff to the Planning Board and Board of Selectmen.

- Attends meetings and public hearings of the Planning Board, attends meetings and public hearings of Board of Selectmen and other Boards and Committees when required.
- Serves as the Town's representative to the Metropolitan Area Planning Council and the Three Rivers Inter-local Council, Regional Transportation Planning Studies, Regional Land Use Studies, and the Canton Association of Business and Industries and others as assigned from time to time, including Neponset Valley Chambers of Commerce and MASS DOT Regional Transportation Advisory Committee
- Collects, organizes, analyzes, and maintains data for use in technical studies and reports relating to Planning Department activities.
- Responds to public inquires and advises developers, realtors, citizens and property owners relative to design review, Planning Board rules and regulations, and interpretation of the Massachusetts General Laws relating to Planning and Zoning.
- Research and knowledge of Federal and Massachusetts laws and statutes that relate to Planning Department activities.
- Well versed knowledge of Canton's Zoning By-law necessary and ability to research the need for amendments.
- Develops and drafts amendments to the Zoning By-law and the Subdivision Rules and Regulations.
- Prepares graphic material for the communication of data, concepts and proposals for both Planning and grant writing proposals, and researches grant needs and opportunities keep Board of Selectmen and Planning Board informed of available state and federal grants, compiles material to support future grant applications.
- Performs all other related duties as required.

### **SUPERVISION RECEIVED**

Under administrative direction, the incumbent works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The incumbent exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

### **SUPERVISION EXERCISED**

Incumbent manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff

resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The incumbent typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts with other departments; approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, supervising and disciplining of employees.

### **ACCOUNTABILITY**

Duties include department level responsibility for technical processes, service delivery, and contribution to plans and objectives and fiscal responsibility for the department, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could jeopardize department operations or have financial and legal repercussions.

### **JUDGMENT**

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. 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. The incumbent 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**

The work consists of the practical application of a variety of 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.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

### **CONFIDENTIALITY**

Incumbent has regular access at the departmental level to a variety of confidential information.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in Urban Planning, Public Administration or a related field and three to five years of experience in a related field; or an equivalent combination of education and experience in municipal planning. Expertise in utilization of planning related software such as GIS and similar programs. Master's Degree and certification by the American Institute of Certified Planners is preferred.

### **KNOWLEDGE ABILITIES AND SKILLS**

Considerable knowledge of state and local laws relating to planning and zoning, including General Laws, Chapter 40A The Zoning Act and Chapter 41, Municipal Planning and Subdivision Legislation Sections 81A through 81GG; Considerable knowledge of federal and state grant programs relating to local government. Extensive knowledge of the principals and practices of Town and Regional Planning, including skills, ability and knowledge to relate anticipated population and development densities to the capacity of land available and planned public facilities and services; The ability to make clear and articulate public presentations of issues and recommendations.

### **WORK ENVIRONMENT**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting. Incumbent may be required to work beyond normal business hours to attend evening meetings.

### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

#### **Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

#### **Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

#### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.