



POSITION TITLE: Director of Planning and Zoning

DEPARTMENT: Planning and Zoning Department

REPORTS TO: City Manager

FLSA DESIGNATION: Exempt

AFFILIATION: Non-Bargaining

SALARY GRADE: 16

Position Purpose:

The Director of Planning and Zoning manages the Planning and Zoning Department, which consists of three divisions: Planning and Preservation, Zoning Administration/Enforcement and Building Inspections and Code Enforcement. The Director has overall responsibility for managing employees; and is responsible for planning, administration, budget management and operational direction of the Department. The Director performs highly responsible administrative and technical work in the development of short and long-term plans, programs and services related to the City's management of land use through planning, enforcement of policies, ordinances, building codes, zoning administration and health inspections. The Director also assists in the preparation of the City's Capital Improvement Program.

The Director of Planning and Zoning provides technical assistance to the City Manager, City Council, Planning Board, Conservation Commission, and other City boards and commissions as necessary. The Planning and Zoning Department works closely with many City departments; vendors; government officials at all levels; citizens; contractors; businesses; and others.

The Director and the Planning and Zoning Department work within a complex legal framework including the City Charter, ordinances and policies as well as state and federal laws and regulations; as well as generally accepted planning and zoning principles and practices.

This position requires frequent work outside of regular business hours.

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.)



1. Oversee management of the Planning and Zoning Department including developing Department work plans, priorities and policies in each service area in consultation with City Manager.
2. Responsible for hiring, supervision, training, evaluation and discipline of Department personnel. Assist with day-to-day personnel issues and administer personnel policies. Develop work schedules and assign job duties. Provide ongoing evaluation of Department methods and procedures to identify and resolve bottlenecks and problems.
3. Assist Department staff with complex questions and problems arising in the course of Department operations.
4. Prepare and oversee the Department's operating budget.
5. Oversee administrative efforts and provide technical support, mentoring and leadership to a variety of City boards, committees and commissions as assigned.
6. Attend City Council and other meetings as requested; make detailed presentations and recommendations on planning and zoning related issues to the City Council, boards, committees and commissions as required.
7. Oversee litigation involving assigned boards, committees and commissions, with advice on complex legal questions from City Manager as needed.
8. Oversee development and dissemination of information to assist developers, contractors and the general public in understanding planning and zoning related issues and processes.
9. Prepare requests for proposals and qualifications; supervise consultants retained to work for the City; and work with consultants on grant applications.
10. Overall responsibility for responding to and resolving sensitive citizen complaints and public relations issues.
11. Develop and oversee a long-range planning program that includes goals, objectives and implementation measures. Collect and analyze land use, housing, population, employment and natural resources data. Provide recommendations, options and alternatives for achieving goals.
12. Oversee management of the City's Geographic Information System (GIS), including preparation of base mapping for the City and continual updating.

13. Assist the City Manager, City Engineer and Public Works Director in creating and analyzing plans for short and long-term infrastructure development, including parks, trails, streets, water and sewer, storm drainage, parking, alternative transportation, pedestrian and bicycle amenities; and other public facilities.
14. Coordinate review of development proposals with City staff and regional agencies; guide development applications through review process; provide advice on whether proposals are consistent with the Master Plan, and comply with sound planning concepts.
15. Oversee the review and disposition of site plans, subdivision plans, planned unit developments, and other planning-related applications; guide and monitor development review process; oversee the enforcement of bonding and conditions of approval for development proposals.
16. Oversee special planning projects and data analysis; interpret research data; and produce reports as required.
17. Monitor proposed state and federal legislation in areas of responsibility, and advise City Manager regarding potential impacts on municipal operations.
18. Maintain current knowledge of regional, State and federal developments and laws/regulations in areas of Department responsibility; as well as planning and zoning principles and practices.
19. Attend seminars, trainings and professional meetings as appropriate.
20. Perform such other duties and responsibilities as may be assigned by the City Manager.
21. Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Ability and Skill:

- Minimum of Bachelor's degree, preferably in a field such as city, urban and regional planning, architecture, urban design or economics. Master's degree in planning preferred.

Seven to ten years experience of progressively responsible experience in public planning, zoning, permitting, redevelopment and economic development analysis; administration; enforcement; and consultation. Supervisory experience, preferably in a municipal setting.

Other combinations of education and experience that qualify an individual to perform the requisite job duties and responsibilities may be considered.



- Strong knowledge of laws and regulations concerning land use management; elements of a comprehensive planning program; principles of regional and urban planning, smart-growth principles and practices of urban neighborhood revitalization, and conservation of natural and historic resources; zoning administration practices and methods; and site plan review/subdivision review and building codes. Knowledge of City Charter, ordinances and policies/procedures.

Knowledge, Ability and Skill:

- Strong knowledge of laws and regulations concerning land use management; elements of a comprehensive planning program; principles of regional and urban planning, smart-growth principles and practices of urban neighborhood revitalization, and conservation of natural and historic resources; zoning administration practices and methods; and site plan review/subdivision review and building codes. Knowledge of City Charter, ordinances and policies/procedures.
- Excellent written, verbal and public presentation skills.
- Excellent leadership, management, planning and budgeting skills.
- Excellent interpersonal and problem- solving skills. Ability to facilitate solutions to complex organizational problems.
- Ability to work effectively with City departments and other government officials at all levels; vendors; and others doing business with the City.
- Ability to work independently and with minimal supervision in a fast-paced work environment; to prioritize and balance competing needs; and to apply sound judgment, sensitivity and diplomacy in addressing City needs.
- Ability to maintain confidentiality of sensitive City, employee and citizen information.
- Ability to research, analyze and forecast complex planning and zoning information; anticipate problems; and identify effective solutions.
- Ability to interpret, communicate and apply federal, state and City laws, regulations and policies.
- Excellent technology skills, including the use of word processing, spreadsheet programs and databases; and the use of City and State computer programs.

- Attention to detail; accuracy; and ability to meet deadlines.

Licenses/Certifications:

- Certified Planners certification preferred.
- Valid driver's license.

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.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

Job Environment:

- Work is performed under typical office conditions; the noise level is fairly quiet; occasionally may be required to work outside of normal business hours to attend meetings.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, town departments, attorneys and developers. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to department-related confidential information, including personnel records.
- Errors could result in adverse public relations, delays in service and have legal and/or financial repercussions for the town.

(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.)

APPROVAL DATE: *May 20, 2018

*Date of Council Action to Amend Ordinance #18 to incorporate findings of MRI's January 2018 Wage & Classification Study (fully updated Wage and Classification Scale adopted)

NOTE: Job descriptions may be revised as needed to meet the City's business and operational needs.

Revision Dates: