NOTICE OF POSITION VACANCY

PLANNING DEPARTMENT
ASSISTANT PLANNER

ISSUED: July 7, 2020
CLOSING: July 31, 2020
EFFECTIVE: Immediately

SALARY: $27.14-$29.67
34 HOURS/WEEK- BENEFITED

DEFINITION:

The Assistant Planner is an experienced professional level position responsible for providing the primary technical support for various boards and committees including but not limited to the Planning Board and Zoning Board of Appeals, and, will be responsible for oversight and coordination of all land use permitting projects. The ideal candidate will also assist with a range of planning department functions including research, data collection, grant application & administration, and normal administrative office 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.

- Provides significant staff level support to the Planning Board, Zoning Board of Appeals, and Historic Commission; receives applications, advises applicants as to the process, develops agendas, agenda materials and supporting documentation; Provides technical support and makes recommendations to the Board. Maintains files and provides incidental clerical support.
- Attends all meetings of the Planning Board, Zoning Board of Appeals, and Historic Commission.
- Prepares memorandums, emails, transmittals, and, decisions in accordance with votes of the Planning Board and Zoning Board of Appeals for filing with the City Clerk and Registry of Deeds.
- Coordinates and supports applicant consultation with multiple city departments and members of the public during the conceptual phase as well as supporting applicants and members of the public into and through construction.
- Under the supervision of the City Planner, the position will establish a more streamlined and transparent permitting process for both applicants and members of the public and will facilitate enhanced customer service for members of the public on inquiries related to the Zoning Ordinance.
- Works and interacts with other city departments, board and committee members, and the public on a regular basis and provides information and technical assistance on routine and complex planning
matters regarding zoning, land use, current private and public projects, researches and reviews building and development projects for plan completeness and ordinance compliance.

SUPERVISION:

Under the general direction of the City Planner, the Assistant Planner plans and prioritizes the work independently and/or based on statutory timelines. Frequent meetings and updates will be required until accustomed to the operations, procedures, and expectations of each board and committee and will be dependent upon the complexity of the projects or situations. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions and/or guidance on complex land use projects, interactions with members of the public or applicants will be discussed with the City Planner, and in some cases, the Chair of the respective board or committee.

CONFIDENTIALITY:

Employee has access to some confidential and sensitive information in the performance of their duties where the use of discretion is critical.

EDUCATION AND EXPERIENCE:

Bachelor’s degree in urban; regional planning or closely related field; and a minimum of 2 years closely related municipal experience; or any equivalent combination of education, training, and experience. Master’s Degree in a planning related field preferred.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge: Extensive knowledge of the Massachusetts Zoning Act and related local, state, and federal laws and regulations. Experience working with an appointed board or committee is preferred.

Abilities: Ability to deal tactfully and appropriately with applicants, abutters, and the public. Ability to act under pressure, assertively and ethically, to resolve conflict. Ability to read, comprehend, apply statutes, case law, and complex regulations. Ability to read and understand technical data and site plans. Proficiency with GIS and in interpretation of aerial photography.

Skills: Strong written and oral communication skills are critical. Skilled in making complex processes easy to understand and comparable to the understanding of the audience. Application of software commonly in use by the city for word processing, spreadsheets, presentations, and mapping.

WORK ENVIRONMENT:

Administrative work is conducted in a typical office environment. May be required to visit properties, land areas and sites that require walking and traversing different topographies.

PHYSICAL REQUIREMENTS:

Administrative work in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. Occasionally, work may require lifting objects (up to 30 lbs.). There may be a need to stretch and reach to retrieve materials. The position will require attentiveness and functionality during evening meetings.
**SALARY:**

The position is a full time 34 hour per week position. Starting salary range is $48,000 ($27.14/hour) - $52,467 ($29.67/hour) commensurate upon experience.

**TO APPLY:**

All interested parties should submit an application form, cover letter, and, resume to Emily Russo in the Personnel Department in hard copy to the Easthampton Municipal Building, 50 Payson Ave, Easthampton, MA 01027 or by email to personnel@easthamptonma.gov on or before closing date.

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