

TOWN OF HAMILTON, MA
DIRECTOR OF PLANNING

Department	Planning
Reports to:	Hamilton Town Manager
Position Status:	Exempt
Weekly Hours:	37.5
Salary Classification:	Grade ---

Position Summary/Purpose:

The purpose of this position is to develop, manage, coordinate and supervise the planning, zoning, land use permits and process, conservation review process and, including compliance with relevant federal, state and local laws, regulations and codes and working with relevant boards and commissions. The Director of Planning is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Oversees and performs a wide variety of programs requiring responsible professional, technical, supervisory and management responsibilities based on an extensive knowledge of relevant regulations and best practices, budgeting and related functions of the department; and responsible for supervising and managing the Planning and Conservation Departments.

Supervision Received: Works under the general direction of the Town Manager following professional standards, procedures and policies.

Supervision Given: Supervises the Conservation Agent, and the Administrative Assistant for Planning and Conservation; developing work flow, assigning tasks, providing instructions as needed and monitoring performance.

Essential Job 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.)

- Plan, organize, coordinate and direct the operations of the Planning Department in the enforcement of State and Town regulations, to include planning, zoning, land use, conservation and staff.
- Develop, evaluate and administer Planning Department policies, programs and procedures; including the review of development projects. Provide support staff to the

Planning Board and the Zoning Board of Appeals. Draft new or revise existing zoning and subdivision regulations.

- Coordinate the subdivision process to ensure that commitments and deadlines are met; review or supervise the review of subdivision plans and applications for compliance; serve as the Planning Board's representative to administer Town subdivision control law and to prepare legal documents related to subdivision regulations.
- Research, write, and present planning documents related to a variety of technical and planning issues such as buildable land definition techniques for preservation of open space, review of boundaries, inventory of land, ground water management plans, etc.
- Coordinate all affordable housing programs and policies, including inclusionary zoning.
- Coordinate the preparation of grant applications and grant administration for department-related functions.
- In conjunction with the Director of Public Works and Finance Director, coordinate capital improvements to Town facilities, including designer selection, planning, and construction and budgeting.
- Represent the Town and the Town Manager on various boards, such as the North Shore HOME Consortium and on other regional and special purpose entities, as needed.
- Provide staff support to various ad hoc Town committees.
- Maintain productive relationships and collaborate with all Town departments for the purpose of enhancing efficiency and productivity.
- Submit and present reports to the Town Manager, the Planning Board and the Zoning Board of Appeals, as appropriate and required. Regularly update the Town Manager and the Planning Board on pertinent activities, issues and problems. Maintain databases; perform research and analysis as needed.
- Participate in updating planning documents for the Town. Conduct special studies and prepare recommendations related to a variety of planning and zoning issues. Manage contracting services as needed.
- Prepare department operating and capital budgets for approval, including those for funding and implementation of programs; track and review related fee revenues and operating expenses. Secure grants and administer fund expenditures.
- Monitor federal, state and local regulations that are applicable to the Planning Department services and insure compliance by staff.
- Develop Department policies and procedures and assign, train and supervise staff. Consult with Town Manager on such personnel actions as hiring, termination, and discipline and obtain final approval from Town Manager for such personnel actions.

Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keep current within planning field.
- Assist other town department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a Bachelor's Degree in planning, environment, community development or related field; and at least 7 years of experience in municipal planning, community development, capital improvement programming and administration of a planning and regulatory function, including supervision; or any equivalent combination of education, training and work experience. Master's Degree preferred.

Special Requirements:

Must have and maintain: Valid Driver's License.

Knowledge, Ability and Skill:

- Comprehensive knowledge of the principals and practices of land use planning, economic development and community development; knowledge of grant applicant and project management processes.
- Thorough knowledge of statues, by-laws, regulations, codes, policies and procedures relevant to the Planning Department, including land use regulation, code enforcement and zoning enforcement practices.
- Familiarity of housing programs and related financing.
- Familiarity with the building regulatory context.
- Ability to interpret blueprints and engineering drawings and information.
- Financial expertise with budgeting and managing fee revenues.
- Ability to prepare and administer an operating budget for the department.
- Ability to develop and implement short term and long range comprehensive plans and compliance procedures and processes. Ability to prepare legal documents and write regulations; strong research skills.
- Ability to oversee and maintain detailed and accurate records and data bases; skilled in the use of relevant software, such as Microsoft Office, as well as software specific to reporting requirements.
- Ability to establish and maintain effective working relationships with the Planning Board, Zoning Board of Appeals, Town staff, officials, department heads, State agencies, contractors, consultants and builders, architects, lawyers, etc.
- Ability to plan and prioritize department operations and to successfully present ideas, initiatives and regulations to a variety of constituencies, including the general public.
- Ability to assign, train, and supervise staff.
- Excellent verbal, written, negotiation and problem solving skills.
- Aptitude for working with and explaining policies and procedures to people.
- High level of customer service skills to engender a sense of trust and fairness.

Job Environment:

Administrative work is performed in a moderately noisy office with constant interruptions from outside contractors, professionals, property owners, regulatory agencies, the public and Town employees to provide information and deal with related issues and problems.

Occasionally works in a non-office environment, requiring exposure to weather conditions, including extreme hot and cold, as well as loud equipment noise and moveable parts. Frequent travel by private car for meetings (including evenings), and related activities.

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with Town staff, Board of Health, Zoning Board of Appeals, contractors, property owners, State agencies contractors, consultants, builders, architects, lawyers, and other professionals. Frequently responds to residents and property owner questions. Communication is frequently in person, by telephone, mail, and e-mail. Contacts require a high level of detail and judicious professionalism.

Errors in judgment or omissions could result in delays or loss of service, monetary loss and/or rework, damages to buildings and/or equipment, and resulting legal impact.

Has access to confidential information such as bid documents, legal documents and personnel records.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles				
Non weather related –extreme heat/cold	X	X		
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration		X		
Other- attending meetings			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(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.)