**Town of Auburn**

Position Title: **Town Planner**

The **Town Planner** shall head the Planning Division and shall be appointed by, and shall serve at the pleasure of, the Town Manager.

The Town Planner shall have the duties and responsibilities enumerated in the Town of Auburn Charter Re-Organization Plan of 2011 Chapter 2, Department of Development and Inspectional Services Section 7 “Duties and Responsibilities of Division Heads”.

The Town Planner shall also perform the following duties and responsibilities:

Makes recommendations regarding regulations, policies and procedures involving community planning and development and advises boards, commissions and committees as needed in the planning and economic development areas. The Planner will work on short and long term plans as well as business and economic development projects and initiatives.

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Has a working knowledge of the town master plan, open space plan and individual department studies related to their needs and goals.

Advises town boards, committees and commissions of grants that may assist the boards in achieving their missions.

Makes frequent contact with developers, contractors, engineers and the general public requiring the ability to explain technical and procedural requirements to a diverse audience; makes frequent contact with diverse local, regional and state governmental organizations including numerous planning organizations.

Has access to a limited amount of department-related confidential information including

personnel files related to departmental operations, legal options and correspondence regarding various applications.

Negligible physical effort required in performing most duties under typical office conditions. Will require site visits and inspections during plan approval and construction phases to advise the Planning Board and other boardsof any issues and insure compliance with approved plans.

# Examples of Work

Provides professional advice and assistance to the Planning Board related to all areas of community planning and development; maintains communication with the Planning Board to ensure that the board is aware of all activities and issues; coordinates Planning Board activities with town boards, departments and officials.

Attends Planning Board meetings and other community meetings as required; prepares agenda for meetings; drafts decisions and follows up on actions taken by the board.

Assists in preparing town plans and programs for population and economic growth, resource development, traffic improvements, commercial and industrial development, housing, land use, transportation, recreation etc. and zoning and subdivision regulations.

Oversees the daily activities of the planning division; assists the board in the preparation and documentation of the division budget; recommends purchases. Keeps and maintains accurate records of financial transactions and charges.

Supervises the activities of division staff including division secretaries. Instructs and trains in job responsibilities and expectations. Issues and monitors work assignments. Assures completion of duties in an accurate and efficient manner. Makes personnel recommendations with the approval of the Town Manager and Director of Development and Inspectional Services.

Prepares and submits various grant applications related to land use activities. Gathers and compiles information, data and supportive documentation; writes narratives and submits for approval of the Board of Selectmen or its designee.

Represents the town at various local and regional meetings.

Performs related duties as assigned by the Director.

**Recommended Minimum Qualifications**

**Education and Experience**

Bachelor’s degree in planning or related field; grant writing experience related to land use activities i.e. economic development, planning, parks and conservation; three years of planning experience; or an equivalent combination of education and experience.

**Knowledge, Ability and Skill**

Thorough knowledge of local zoning rules and regulations, subdivision rules and regulations, and applicable state statutes, rules and regulations. Thorough knowledge of the principles and techniques of local planning. Ability to read and understand drawings and maps. Ability to interpret regulations firmly, tactfully, consistently and impartially. Ability to communicate effectively, orally and in writing, and to implement programs in a professional manner. Ability to research, evaluate and prepare grant applications that meet the needs of the community related to land use activities.

Ability to work with Microsoft Office Suite, planning software, and at a minimum working knowledge of GIS software.

*(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.)*