

# TOWN OF SANBORNTON

## TOWN PLANNER / JOB DESCRIPTION

### JOB SUMMARY

The Town Planner is hired and dismissed by the Board of Selectmen with input from the Planning Board. The Town Planner works under the general supervision of the Town Administrator who works on behalf of the Selectmen. The Planning Board directs the planning duties and responsibilities of the Town Planner.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The examples below are for illustrative purposes and may not include all duties for which this position is responsible:

1. Works with the Planning Board to establish and/or formulate department goals, objectives, policies, regulations, and procedures based upon the planning needs of the Town of Sanbornton.
2. Conducts investigations and prepares reviews, studies, reports and recommendations on matters relating to land use, natural resources, transportation, public facilities, demographic trends and economic development.
3. Coordinates and implements an on-going economic development program for the Town of Sanbornton under the direction of the Economic Development Committee and/or Planning Board.
4. Continually appraises the procedures, policies and functions of the planning services provided to the town and suggests steps for improvement to the Planning Board.
5. Apprises the Planning Board of training opportunities in the form of seminars, workshops and classes to broaden Planning Board members' knowledge of planning trends, legal changes and land use planning techniques.
6. Provides assistance to the general public in understanding and following the land use regulations and ordinances of the Town of Sanbornton. Assists applicants with the completion of site plan and subdivision applications. Provides follow through assistance to both the Planning Board and applicants in the Planning Board's review and final decision on each application.
7. Provides follow-through as per conditions placed on approvals where appropriate and sees that the Zoning Administrator is made aware of the specific conditions of approval.
8. Maintains accurate records that could be used in court or other legal proceedings. Advises the Board of Selectmen and/or the Zoning Administrator of land use violations and the need for enforcement.
9. Provides technical review and staff reports of each subdivision and site plan heard by the Planning Board. Compares plan specifications for compliance with town ordinances and regulations. Coordinates plan reviews with various departments and personnel working with the applicant. Coordinates site visits with the applicant, abutters, general public and Planning Board members when required.
10. Assists the Planning Board in the preparation of a proposed Planning Board budget for consideration by the Board of Selectmen and the Budget Committee. Collects application fees from applicants and oversees the revenues and expenditures of the Planning Board. Recommends to the Board of Selectmen proposed changes to the application fee structure.

11. Attends meetings at the request of the Board of Selectmen for committees or commissions that pertain to the area of the Master Plan or planning future needs of the town. Coordinates a joint land use boards meeting between the Planning Board, Zoning Board of Adjustment, Historic District Commission and the Board of Selectmen with invitation to the Conservation Commission at least once a year.
12. Works to keep the Sanbornton Master Plan updated as needed.
13. Works with the Planning Board in reviewing the Town's Site Plan Review regulations and Subdivision regulations for revisions as needed or as voted by the legislative body.
14. Keeps abreast of professional development in the planning field by outside reading, professional training and participation in regional and statewide planning forums and training workshops, with any prior approval needed.
15. Directs the duties and supervises the activities of the Planning Board Secretary, in recording, publishing and distributing minutes of all Planning Board meetings.
16. Oversees administrative support to the Planning Board, as follows:
  - a. Posts notices of meetings in public places.
  - b. Publishes notices in newspapers.
  - c. Distribute abutter notices by certified mail.
  - d. Distribute to Planning Board members material in preparation for upcoming meetings
  - e. Transcribe and distribute such material as the Planning Board may direct.
18. All other duties as assigned by the Planning Board.

#### KNOWLEDGE AND SKILLS

The Town Planner shall be knowledgeable in the principals of municipal planning, regional planning and economic development and shall also have sufficient knowledge to apply conservation protection measures and water quality management practices. The Town Planner shall possess familiarity with state and federal laws and programs pertaining to local land use and community planning. The Town Planner shall possess the ability to analyze and apply municipal land use codes and regulations. The Town Planner shall possess the ability to establish and maintain effective working relationships with department heads, town officials, outside agencies, civic leaders and the general public and shall provide leadership and direction to volunteer municipal groups. The Town Planner shall possess strong communication skills which include team building, consensus building, and problem solving as well as the ability to prepare and present effectively oral and written material relating to community planning techniques. Ability to apply independent judgement, self-motivation and results of the view of long-term planning.

#### WORK LOCATION AND HOURS

Planner's work station will be located at the Town Offices at 573 Sanborn Road. Work hours are determined by the Planning Board budget; hourly schedule is flexible depending on the work load and the monthly cycle of Planning Board applications and meetings. The Town Planner keeps regular office hours at least one day a week to provide a level of consistency to the service provided to the public.

MINIMUM QUALIFICATIONS

The Town Planner position requires a Bachelor's degree in planning or related field, with a minimum of five (5) years of experience in community planning preferred and with demonstrated possession of the required knowledge, skills and abilities to perform the essential duties of this position. Certification by American Institute of Certified Planners (AICP) is strongly preferred. Or any other combination of education and experience required to perform essential job functions.

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Employee Signature

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Date

Karen R. Ober

John H. O'Connell Kathleen North

6/14/2017