

JOB DESCRIPTION

Town of Hopkinton

SENIOR PLANNING CLERK

GENERAL SUMMARY:

The Senior Planning Clerk works under the general supervision of the Town Planner and is responsible for assisting the Town Planner in all day-to-day operations of the Planning Office. The Senior Planning Clerk performs all clerical and administrative duties, with regard to the Planning Department and the Planning Board.

ESSENTIAL FUNCTIONS:

1. Must have knowledge and understanding of Hopkinton's Comprehensive Plan, Land Development and Subdivision Regulations, and Town ordinances;
2. Must have knowledge and understanding of the Town's Affordable Housing Standards;
3. Must be able to interpret local and state planning rules and regulations;
4. Must work closely with and serve as administrative expert to the Town Planner;
5. Provide administrative assistance to the Town Planner and the Planning Board;
6. Must prepare clear and concise reports, correspondence and other written materials;
7. Receive direction and assignments from the Planning Board and Town Planner;
8. Must communicate with members of the Hopkinton Planning Board and Town Council;
9. Must prepare, maintain and update files and records, including land use data and statistics;
10. Must be able to read and comprehend site plans and apply them to subdivision regulations;
11. Must be able to comprehend and translate complex project plans into working plan documents;
12. Assess feasibility of proposals and identifies possible changes;
13. Must be able to work independently and use knowledgeable judgment in projects, as received;

14. Develop and implement special projects that impact planning and development;
15. Perform preliminary review of development plans for checklist compliance for subdivision and development applications;
16. Research, compile, analyze and organize information from maps, reports, investigations, records and files, for details relating to projects, both past and present;
17. Write, edit and compile documents to comply with Hopkinton's Comprehensive Community Plan and Land Development and Subdivision Regulations, as required;
18. Provide timely information to the Town Planner and the Planning Board regarding Land Development and Subdivision Regulations, the Town's Comprehensive Community Plan, and information received from developers and interested parties;
19. Answer questions from the general public, on phone, in person, and by email, regarding land use, subdivision, development, and use of property; and
20. Perform other required duties, as assigned.

OTHER FUNCTIONS:

1. Demonstrated abilities and skills in office organization;
2. Must be able to transcribe and prepare documents including policies, procedures, letters, and memos;
3. Manage Planning Department filing system and access files and update regularly;
4. Manage telephone communication within the department, provide information and direct caller to proper department;
5. Perform clerical duties including composing, typing and proofreading documents, handling mail, and posting public notices for the Planning Department and the Planning Board;
6. Prepare and post agendas for Planning Board and Affordable Housing Partnership Meetings on the Town and State websites, and at Town Hall;
7. Maintain records associated with accounts payable and receivable and prepare vouchers and deposits;
8. Review invoices for accuracy prior to presenting them to Town Planner for approval;

9. Keep an updated list of changes that are to be considered in the Hopkinton Comprehensive Community Plan and the Land Development and Subdivision Regulations for future revision;
10. Maintain accurate time sheets for the Planning Department;
11. Work with Town Planner to develop department budget;
12. Maintain office when Planner is not present;
13. Coordinate Planning Board activities, including confirmation of locations for special meetings and public hearings;
14. Prepare and place public notices and legal advertisements;
15. Provide information to Town Council members, as requested;
16. Work with Town Planner on preparation of Community Development Block Grant applications;
17. Work on grant writing in conjunction with the Town Planner;
18. Ability to communicate at all levels with Town government, citizens, real estate agents, property appraisers, and others, as necessary;
19. Coordinate efforts with other departments within the Town;
20. Guide interns, provide them with information on assigned projects, and give direction;
21. Create, write, distribute, analyze, and compile surveys and their results, for the Planning Department that effect land usage;
22. Respond to public inquiries and requests for information;
23. Maintain in-office maps and databases;
24. Copy and assemble documents for the Planning Board and Town Departments;
25. Attend Planning Board, Town Council, and various meetings as required;
26. Keeps Town Planner informed of issues that affect the Town;
27. Participates in site inspections as required;
28. Purchases office supplies as needed; and

29. Participates in and supports team planning efforts.

JOB QUALIFICATIONS:

1. Minimum of Bachelor's degree in planning or a related area required;
2. Experience working in a planning office highly desirable;
3. Minimum of three years' experience in a municipal office or equivalent experience and/or education in a related field;
4. Must possess excellent communication skills, both written and verbal;
5. Must possess the ability to interpret and understand engineering and architectural plans for all development projects;
6. Must have a strong working knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook and Access;
7. Must be able to multi-task;
8. Creative thinking skills and the ability to produce imaginative solutions to problems;
9. Must have knowledge of Hopkinton's Comprehensive Plan, Land Development and Subdivision Regulations, and state, regional and municipal ordinances;
10. Must have knowledge of the land development and subdivision process;
11. Knowledge of objectives, principles, procedures, standards and practices of planning;
12. Must have knowledge of terminology, symbols, methods, techniques and instruments used in planning; and
13. Accuracy and attention to detail.

WORKING CONDITIONS:

1. Office environment with onsite inspections, as required;
2. Must be able to sit, view, comprehend and concentrate on written information for long periods of time;
3. Must be able to work independently, as well as with the Planner and others;

4. Must be able to feel comfortable when addressing various groups in a public setting; and
5. Must be able to perform light to moderate lifting.

WAGES, HOURS AND BENEFITS:

1. Wages, hours and benefits are enumerated in the collective bargaining agreement between the Town of Hopkinton and the Rhode Island Council 94, AFSCME, AFL-CIO, Local 3163.
2. This is a full-time position.

October, 2023