

## **JOB DESCRIPTION**

Town of Hopkinton

### **TOWN PLANNER**

#### **GENERAL SUMMARY:**

The Town Planner works under the general supervision of the Town Manager and is responsible for the development, amendment and interpretation of the Town Comprehensive Plan, Zoning and Groundwater Ordinances, and Subdivision Regulations. The Planner also serves as professional staff to the Planning Board, Conservation Commission, Zoning Board of Review and Zoning Ordinance Review Committee. The Town Planner exercises significant supervisory authority, often works independently, and possesses significant knowledge of planning, zoning, development, and design functions. The Town Planner works with municipal departments, Town boards and commissions, state departments, local businesses, chambers of commerce and the public-at-large to develop and implement short-and long-range planning and economic development projects, and initiatives.

#### **ESSENTIAL FUNCTIONS:**

1. Full management responsibility for all Planning Department services and activities, manage the development and implementation of department goals, objectives and priorities; recommends and administers policies and procedures;
2. Perform a wide variety of planning functions associated with developing and enforcing various rules and regulations that structure and guide the Town of Hopkinton's current and future growth and development;
3. Perform long- and short-term planning studies and analysis;
4. Develop and implement special projects;
5. Prepare and administer Federal and State grant proposals and programs;
6. Supervise and coordinate applicable local, state and federal laws, and regulations regarding land development;
7. Provide technical and professional planning methods;
8. Maintain and implement the Town's Comprehensive Plan and Land Development and Subdivision Regulations;

9. Assume responsibility for related projects and functions that impact planning and development;
10. Work closely with and under the direct supervision of the Town Manager;
11. Report to and receive direction and assignments from the Town Manager and the Planning Board, to which the Planner provides support;
12. Often works independently and uses independent judgment to interpret and enforce local ordinances and policies, and federal and state statutes;
13. Exercise close supervision of the clerk's position in the Planning Department, consultants occasionally hired to undertake major studies and/or projects, and student interns periodically hired to complete various projects; and
14. Perform other duties, as assigned.

### **OTHER FUNCTIONS:**

1. Answer questions, provide requirements of ordinances and regulations, and interpret them in response to questions from the general public and those developing property regarding land use, subdivision, development and use of property;
2. Review applications and development plans submitted by developers for completeness and conformance to the requirements of the zoning ordinances, other ordinances affecting development, and applicable municipal policies and procedures;
3. Require incomplete plans to be revised before submission to the Planning Board;
4. Provide coordination of all Planning Board activities, including setting the agenda for meetings, preparing technical reports and recommendations on specific items, and preparing public notices and legal advertisements required for these meetings and/or specific items to be discussed at them;
5. Attend all evening meetings, as required, and serve as administrative staff to the Planning Board, Ad Hoc Zoning Advisory Committee and the Affordable Housing Committee;
6. Keep the Town Manager informed of issues that affect the Town;
7. Work closely with department heads, regarding the development of Town-wide goals;
8. Recommend approval, denial or conditional approval of proposals;
9. Determine the effects of regulatory limitations on projects;

10. Assess the feasibility of proposals and identifies necessary changes;
11. Advise Planning Board on project feasibility, cost-effectiveness, regulatory conformance and possible alternatives;
12. Conduct field investigations, surveys, impact studies or other research to compile and analyze data on economic, social, regulatory and physical factors affecting land use;
13. Review and evaluate environmental impact reports pertaining to private and public planning projects, and programs;
14. Provide copies of preliminary development plans to appropriate department heads for review and comment prior to Planning Board action and forward comments to the Board;
15. Be familiar with situations that require variances and special use permits for development and refer such applicants to the appropriate, local official and board;
16. Collect the appropriate Planning Board application fees and regularly forward them to the Treasurer's office for deposit;
17. Develop and administer the department budget and approve expenditures;
18. Assess annual and multi-year goals;
19. Identify problem areas and develop solutions to resolve issues;
20. Work with GIS/IT director to update and maintain maps;
21. Periodically review the elements of the Comprehensive Plan for changes and revisions and assume responsibility for undertaking the all required updates of the plan;
22. Oversee the work of consultants; draft requests for proposals or qualifications; prepare agreements; monitor consultant contracts and project budgets;
23. Work with Public Works and consulting engineers, and attend and implement field inspections;
24. Work with Tax Assessor to identify new developments and subdivisions;
25. Provide required information to the Zoning Board of Appeal as required;
26. Prepare grant applications, particularly the Community Development Block Grant (CDBG) applications, and work with the applicable state agency during the application and review processes. Work with local, advisory boards to determine CDBG projects and in the completion of projects and expenditure of funds when grant monies are awarded;

27. Prepare the Town's Affordable Housing Plan and strategies and work with the appropriate state agencies to secure necessary approvals and assure compliance with state statutes and regulations;
28. Provide expertise and support to other local boards and commissions, including the Conservation Commission, Recreation Commission, Economic Development Commission, and Land Trust, whose activities impact the planning and development functions;
29. Provide information on other ordinances and regulations that affect development, such as the Town's Groundwater Protection Ordinance and the Hazard Mitigation Plan;
30. Prepare requests for proposals for planning related studies and purchases, review submittals, and make recommendations to the Town Manager regarding the award of contracts;
31. Serve as the Town's representative in community organizations concerned with improvement and unity of local towns; and
32. Attend meetings and conferences as requested or approved.

### **JOB QUALIFICATIONS:**

1. Must possess a Bachelor's degree from an accredited college or university in the area of Community Planning, Geography, or other related field and/or possess a American Institute of Certified Planners (AICP) certificate;
2. Must have some municipal planning experience, with work related to the responsibilities of the Town Planner's position, or in other related field;
3. Must possess the ability to efficiently manage a municipal planning department and to structure and implement sound planning decisions to guide a rural community experiencing the early stages of residential and commercial development;
4. Must possess knowledge of the land development and subdivision process and zoning;
5. Must possess knowledge of objectives, principles, procedures, standards, practices and information sources of planning;
6. Must possess knowledge in the formulation of policies, ordinances, and regulations and the implementation of state, regional and municipal ordinances;
7. Knowledge of methods used in developing information for planning and capital improvement projects;

8. Knowledge of application of land use, physical design, economic, environmental, and/or social concepts to the planning process;
9. Knowledge of terminology, symbols, methods, techniques and instruments used in planning;
10. Knowledge and understanding of construction materials as they relate to project;
11. Ability to listen to, negotiate and communicate effectively, both orally and in writing with a diverse range of people;
12. Ability to read and comprehend the requirements of various statutes, ordinances, and regulations;
13. Ability to interpret maps, understand and evaluate site and building plans and specifications, graphs and statistical data;
14. Ability to interpret and understand engineering and architectural plans, concepts and methodologies;
15. Ability to supervise employees in a fair and efficient manner;
16. Ability to objectively evaluate individuals and situations;
17. Ability to bring individuals and organizations into the decision-making process on development issues and to stimulate a cooperative effort that results in improved decisions that are understood and accepted by the parties involved;
18. Ability to encourage positive, meaningful employee participation, work as part of a team in problem-solving endeavors and in important departmental operations;
19. Ability to utilize mathematical and analytical skills to calculate and to evaluate operational decisions;
20. Ability to work cooperatively with other employees and the general public;
21. Ability to objectively offer and accept constructive criticism;
22. Ability to meet deadlines and work well under pressure;
23. The ability to efficiently operate various types of office equipment;
24. Communication and organizational skills;
25. Prepare clear and concise reports, correspondence and other written materials, including reports to the Town Council and other boards/committees;

26. Creative thinking skills and the ability to come up with imaginative solutions to problems;
27. Project management skills and the ability to manage an individual caseload;
28. Accuracy and attention to detail;
29. Self-motivation;
30. Flexibility, initiative and innovation; and
31. Honesty and straightforwardness.

### **WORKING CONDITIONS:**

1. Work performed both in an office environment which requires the ability to sit and view, comprehend and concentrate on written information for long periods of time; and, in the field requiring the ability to walk through all conditions of raw land in all weather conditions;
2. Communicating in person or over the telephone or computer which requires the ability to speak understandably, hear adequately, and express ideas, concepts, and instructions in a clear and concise manner;
3. Involves assembling various office materials and equipment and infrequent lifting and carrying up to twenty-five pounds;
4. Written communication is an integral part of the job, requiring the ability to write legibly, formulate understandable sentences and paragraphs, clearly explain sometimes complicated concepts, and read written communications submitted by others;
5. Requires the manual dexterity to operate various pieces of office equipment;
6. The individual occupying this position should feel comfortable addressing various municipal boards and commissions in a public setting. Adequate public speaking skills are essential when addressing larger numbers of individuals in attendance at public hearings, regular board meetings, and workshops;
7. The position involves attending and traveling to meetings and viewing sites and developments contained in applications submitted to the Planning Board. This involves the ability to satisfactorily operate a personal vehicle;
8. The position involves the ability to successfully engage in various types of physical activity in all types of outside environmental conditions;
9. Be able to work with constant interruptions; and

10. The job may infrequently involve being in a noisy environment which requires an adequate sense of hearing.

**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.

November, 2023