

**Planning Department
Planning Coordinator**

DEFINITION

Position provides technical and administrative support to the Planning Board and Zoning Board of Appeals on all development proposals and land use permits, and administers and enforces the Massachusetts Wetlands Protection Act and the Wenham Water Resources Protection Bylaw in cooperation with the Conservation Commission.

Coordinates strategic land use planning initiatives and provides all related administrative duties, including support for Open Space and Recreation Plan and Master Plan activities.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Reviews and makes recommendations to the Planning Board on subdivision plans
- Reviews and makes recommendations to the Planning Board and/or Zoning Board of Appeals on applications for special permits, variances, and site plan approval applications
- Makes recommendation with regard to project compliance with applicable local and state land use regulations and storm water management regulations
- Provides assistance on land use and wetland issues to Town boards and committees, private and public state, regional, and local organizations, developers, and the members of the public
- Performs all administrative duties for the Conservation Commission relative to the wetland permitting process, including preparation of Orders of Conditions, Orders of Resource Area Delineation, and Determinations of Applicability
- Manages all aspects of land use board meetings, including setting the agenda taking minutes, as needed, facilitating discussion and ensuring that all pending items are addressed by the Boards
- Posts all meeting notices and agendas in accordance with the Massachusetts Open Meeting Law and local Bylaws; prepares legal advertisements for public hearings, and ensures that notices are mailed to abutters and other interested parties
- Provides information to landowners, attorneys, engineers, and potential buyers and otherwise facilitates the development process
- Provides information and documents to the public
- Reviews existing land use rules and regulations and zoning by-laws and makes recommendations for revisions

- Facilitates, in a collaborative manner, long-range land use planning efforts, including updating the Open Space and Recreation Plan and developing a Master Plan; assists the town in creating a vision for its future and recommends strategies for realizing that vision
- Coordinates the implementation of town planning goals and priorities, as identified through these strategic initiatives, with regional partners, state agencies, town boards, committees, and commissions, and outside consultants as appropriate
- Solicits and secures funds to support planning related activities. Researches the availability of grants and writes grant applications and administers programs, as appropriate, when funds are awarded
- In collaboration with the Town Assessor and GIS provider, updates and maintains Town GIS program and files
- Prepares department's annual budget, pays departmental bills, and collects and processes fees for development proposals
- Performs other planning and administrative functions and duties as assigned

SUPERVISION RECEIVED

Under administrative direction of the Town Administrator, the employee works in accordance with town policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The incumbent exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts that arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The incumbent provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

ACCOUNTABILITY

Duties include department level responsibility for technical processes, service delivery, and contribution to plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and legal repercussions.

JUDGMENT

Guidelines only provide limited guidance for performing the work, which may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Incumbent has regular access at the departmental level to a wide variety of confidential information, including personnel records, lawsuits and client records.

EDUCATION AND EXPERIENCE

Bachelor's degree in planning, engineering, public administration, geography, or similar field of study with five to seven years of experience in a related field or any equivalent combination of education and experience. Master's degree can account for two years of experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of principles and practices of planning, zoning, and wetland ecology, and related state and local land use laws. Knowledge of Massachusetts planning, zoning, subdivision, and wetlands protection regulations including, but not limited to MGL 40A, MGL 41 Section 81A to 81GG and MGL 131 Section 40. Knowledge of legal underpinnings and

procedural aspects of zoning and other land use regulations. Extensive knowledge of all facets of urban planning and economic development.

Abilities: Ability to read and interpret architectural and engineering documents, including civil, traffic and landscaping specifications, site plans, elevations, and other drawings to communicate effectively and persuasively, orally and in writing. Ability to work with members of the public, project proponents, Town employees, Town officials, and other state and federal governmental agencies in a constructive and professional manner. Ability to meet deadlines and work under pressure. Ability to handle problems effectively in response to day-to-day crises. Ability to work independently. Ability to maintain, manage, and organize records.

Skill: Skills in wetland delineation. Excellent conceptual, analytical, verbal and written communication skills. Excellent organizational skills. Excellent skill in the use of web-based applications and all work-related software applications, such as GIS.

WORK ENVIRONMENT

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.