

TOWN OF WELLESLEY

Position Description

TITLE: Planner (54) **DATE:** 10/25/2012
DEPARTMENT: Planning **APPROVED:** /M. Jop/
HUMAN RESOURCES: /S. Adler/

ACCOUNTABILITY OBJECTIVES

The Planner performs work at both the technical and professional level in the preparation and presentation of community planning studies and reports. The incumbent makes recommendations on comprehensive planning, zoning analysis, site plan review, design review and related matters. The incumbent represents the Planning Board, Planning Director and/or the Town at interdepartmental meetings, meetings of Town Boards, community groups, and regional and state agencies.

NATURE OF POSITION

Overseen by a five member elected Planning Board, the Planning Department assists the Board in creating and maintaining a functional and attractive community through attention to municipal planning and project review.

Reporting to the Planning Director, the Planner's work involves comprehensive knowledge of municipal planning and of departmental practices and procedures. The incumbent develops and refines his/her work routines independently to carry assignments through to completion. Directions are received in the form of general outlines with detailed instructions received only in unprecedented situations. The work requires a great deal of written and oral communication, and attendance at evening meetings.

DIMENSIONS

The total FY 13 budget for the Planning Department is \$253,692 including capital.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Assists property owners with the Large House Review (LHR) application process and assists in administering and processing LHR applications. Attends Design Review Board and Planning Board meetings when LHR applications are considered. Provides technical information to these respective boards concerning LHR applications.

2. Assists property owners with the Historic District Commission (HDC) application process and assists in administering and processing HDC applications. Administers Historic District Commission public hearings when applications are considered. Provides technical information to new historic district homeowners and assists in the evaluation and preparation of documents for the creation of new historic districts in collaboration with the Historic District Commission and Historical Commission.
3. Assists in administering the Neighborhood Conservation District (NCD) program. Interacts with NCD proponents prior to the adoption of NCDs and with project applicants within established NCDs. Attends meetings as needed.
4. Collects, organizes, analyzes and maintains data for use in technical studies and reports related to Planning Department activities.
5. Develops and prepares reports for the Planning Board and the Director, including, but not limited to: community planning studies; comprehensive planning; zoning research and analysis; site plan review; transportation; and design review.
6. Gathers information and prepares reports, evidence and exhibits for use in studies, projects and legal action by the Department or other departments, including census, population and housing characteristics.
7. Assists the Planning Board, Planning Director, Design Review Board, Historic District Commission, Fair Housing Committee and other boards, committees and agencies as needed. Administers policies and procedures, conducts research and prepares correspondence for the same.
8. Responds to public inquiries and advises developers, builders, realtors, citizens and property owners relative to zoning, subdivision, design review, sign control, historic district regulations, site plan review, LHR and NCD review, Planning Board rules and regulations, and the interpretation of Massachusetts General Laws relating to Planning.
9. Researches Federal and Massachusetts laws and statutes that relate to Planning Department activities.
10. Assists the Planning Director in various administrative tasks.
11. Co-operates with other Town departments and public and private organizations on issues of mutual concern.
12. Prepares grant applications.
13. Assists in the administration of the sign permit process and the sign bylaw.
14. Assists in the administration of the Project of Significant Impact process.

15. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- * Bachelors Degree in Planning or a related field or equivalent.
- * One year experience in municipal planning or a related field or equivalent.
- * Working knowledge of all applicable laws pertaining to land use within a municipality.
- * Knowledge of preservation tenets and practices.
- * Ability to communicate clearly both verbally and in writing.
- * Ability to accurately read and interpret plans and maps such as site plans, building floor plans, contour and landscape plans.
- * Ability to manage time effectively and to prioritize workflow.

Preferred

- * Knowledge of transportation planning.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; calculator; telephone; copy and fax machines; plan scanner; and document scanner.

PHYSICAL DEMANDS

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the incumbent is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; stoop, kneel, crouch or crawl; talk or hear.

The incumbent must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent occasionally works in outdoor weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.