

**Job Title:** Town Planner  
**Department:** Town Administrator  
**Supervision:** Reports to the Town Administrator  
Management Position  
**Salary:** Minimum \$62,912 to Maximum \$74,749

Under the supervision of the Town Administrator, performs highly-responsible, professional, technical and administrative work; exercising liaison on behalf the Planning Board and other town boards, commissions and departments relating to community development and land use issues for the Town of Stoneham, population 23,000.

### **Position Summary**

Plan, coordinate, organize, and manage the activity of the town of Stoneham's planning and efforts to balance growth and development in a sustainable manner while preserving the community's character. Identify land use goals and strategies appropriate for Stoneham and facilitate community-based organizations, developers, elected officials, and other community stakeholders to accomplish these goals. Coordinate efforts and expedite communication among Town Department heads on planning and capital improvements. Secure and administer grants related to planning, community and economic development.

### **Duties and Responsibilities**

- Identifies and fosters the Town of Stoneham's planning needs considering initiatives such as the creative economy, clean manufacturing and technology, health care, medical and educational, low-risk biotechnology, wellness, arts & culture, green business and alternative energy, affordable housing, home renovation and the trades, sustainability and technology and advising on state and local regulatory and policy changes to maximize Stoneham's growth and regional competitiveness consistent with other Town policies and plans, coordinate with local and regional business groups.
- Utilize electronic town-wide GIS System database of economic development information. Maintain and shares computerized town-wide and regional database of community and economic development information.
- Manages inquiries for information and assistance on potential new and existing development projects.
- Provides professional and technical assistance to the Planning Board on matters within the Board's jurisdiction, including but not limited to: Liaison with petitioners on the Planning Board's behalf; Review of all Special Permit and Subdivision Applications; Coordinate Departmental Review of development projects with applicable Town department, State and local officials and public agencies as needed, including site plans; Coordinate activities of outside consultants; Prepare Zoning Amendments as directed by Planning Board . Makes presentations to the Selectmen, Boards and Commissions, civic groups and the general public. Serves as staff liaison to various committees as assigned.
- Implements long and short range planning and marketing studies. Studies, drafts, and recommends amendments to the Town's zoning to reflect market conditions and community development needs.

- Assists in the development, coordination, and implementation of growth management, land use, community and economic development, housing, transportation, facilities or other plans and bylaws to advance the Town's short and long term land use goals and strategies and to ensure alignment with any inter-governmental agreements or requirements.
- Oversee grant applications.
- Builds Planning Department, including supervising staff, interns, and external consultants as needed.
- Provides support for the Town's community preservation initiatives that recognize the value of historical resources; landscapes, neighborhoods, sites and structures; and the role they play in economic development. Provide technical assistance and professional planning guidance to various Committees, including, but not limited to: Conservation, Greenway, Historical Commission and Open Space & Recreation.

### ***Recommended Minimum Qualifications***

- A minimum of a Master's Degree in Planning with at least three years relevant work experience or a Bachelor's Degree with at least five to seven years relevant work experience in Planning or a related field.; two years of experience in Grant Writing; Knowledge of general land use principles and practices at the local and regional levels. Knowledge of planning and master planning; data collection and analysis; public survey methods; zoning and environment protection principals.
- Knowledge of relevant Massachusetts General Laws, including but not limited to: Chapter 40A (The Zoning Act,) 40B, 41 (The Subdivision Control Act) and the other relevant sections of Chapter 40, including Chapter 40R (Smart Growth Zoning & Housing Production) as well as related development / planning statues and regulations.
- Knowledge of land use planning and comprehensive planning; data collection and analysis; surveying methods; and zoning and environmental protection principals.
- Strong interpersonal and written and verbal communication skills; ability to establish and maintain effective working relationships with Town officials, and appointed and elected leaders, community groups, and the general public; and effective public presentation skills.
- Ability to manage several projects at one time on various timelines.
- Proven community engagement, facilitation and mediation experience, AICP certification preferred.
- Knowledge of budgets and a strong knowledge of software within the field.

### **Work Environment**

Work is performed under typical office conditions. Employee may spend extended periods of time at a desk and a physical examination, including a drug test may be required. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law. Prospective employee must possess a valid driver's license.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The Town of Stoneham is an Affirmative Action/Equal Opportunity Employer

Please send resumes along with a cover letter to: Virginia Ray, Human Resources Director  
Stoneham Town Hall  
35 Central Street  
Stoneham, MA 02180

Deadline to Apply: **October 15, 2014 at 4 p.m.**