

## **DRB COORDINATOR & PLANNING ASSISTANT JOB DESCRIPTION**

### **I Official Title**

Part-time DRB Coordinator & Planning Assistant

### **II Primary Role**

The DRB Coordinator & Planning Assistant (DCPA) assists with the administration and enforcement of the Town of Westford's Land Use and Development Regulations, as well as general planning functions.

The primary role of the DCPA is to serve as the Town's Development Review Board Coordinator. The DCPA is appointed by the Town Selectboard and under the supervision of the Town Planner. This is a part-time position without benefits and is anticipated to last a term of one year, possibly longer, depending upon the needs of the Town. Pay is commensurate with experience; hiring range is \$20.00 to \$24.00 per hour.

### **III Nature and Scope of Position**

The DCPA is a professional position with a high degree of responsibility for assuring compliance with Westford Land Use & Development Regulations, and state statute, Chapter 117 and related provisions.

- The DCPA provides a high level of service to applicants, the Development Review Board (DRB), and the Town Planner when needed.
- The DCPA is knowledgeable about all aspects of the local development review process and is also familiar with the regulatory and review procedures of state agencies that may also have jurisdiction for a given development project.
- The DCPA provides oversight and management of the areas in the Town located in the 100-yr. floodplain including the municipality's membership in the FEMA sponsored National Flood Insurance Program
- The DCPA must be comfortable working with the public and be able to work effectively with a wide variety and diversity of people. The DCPA must have excellent written and verbal skills and be highly organized.
- The DCPA is supervised by and works closely in a team environment with the Town Planner, and elected and appointed municipal officials, on planning and zoning issues including bylaw amendments. Communication with the Town Planner, Administrative Officer, Town Administrator, Town Select Board, Town Clerk, and other municipal employees is imperative for long-term, effective management of zoning / permitting.

### **IV Duties & Responsibilities Include**

Fully staffing the DRB pursuant to the Westford Land Use & Development Regulations and state statute, and other related tasks including:

- Provide explanation of the Regulations to property owners, developers, legal and real estate professionals, and other members of the general public.

- Administer the bylaws literally and shall not have the power to advise the DRB to permit any land development that is not in conformance with those bylaws.
- Provide timely specific parcel information in response to inquiries (including dimensional requirements, other parcel data, permit histories, and review processes).
- Record permits in the municipal land records and record keeping of permits and associated materials.
- Ensure applications are complete prior to warning meetings/hearings pursuant to the Land Use and Development Regulations and state statute.
- Prepare staff reports for applications to be reviewed by the DRB, and prepare draft findings of fact, conclusions of law and conditions for DRB decisions, in a teamwork approach with oversight by the Town Planner.
- Present projects before the DRB.
- Communicate with other municipal staff members regarding permitting issues / timelines.
- Update processes, procedures, and documents (i.e., applications, checklists, templates) to modernize and improve the efficiency and expediency of governmental processes.
- Assist the Town Planner with the preparation of draft Land Use and Development Regulation amendments for presentation to the Planning Commission.
- Assist the Town Planner with other planning related tasks as time allows.

#### **V Desired Qualifications, Abilities and Skills**

- Demonstrated experience in the land-use-related field with relevant education preferable.
- Bachelor’s degree in planning, landscape architecture, natural resource management and planning, or a related field desirable.
- Experience administering Flood Hazard Regulations and familiarity with the National Flood Insurance Program (NFIP).
- Excellent oral and written communication skills.
- A desire to work as part of a team to initiate and perform detailed work with appropriate supervision.
- Ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively.
- Proficiency with computers, including word processing, database management, WordPress, the Internet, and other technologies, as well as an aptitude for learning new applications required to accomplish various tasks.
- Ability to read plans and drawings, and additional experience with ArcGIS mapping software preferable.
- Ability to interact courteously, clearly, and in a timely manner with the public.
- Attendance at evening DRB meetings and other meetings as required.
- General familiarity with zoning and subdivision bylaws, and flood hazard area regulations.
- A valid driver’s license and reliable vehicle.

#### **Disclaimers**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements.

Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

- This job description is not an employment contract nor is it a promise of work for any specific length of time.

**Equal Employment Opportunity**

The Town of Westford is an Equal Employment Opportunity employer.

**Employee Acknowledgement**

I have received and understand the requirements, essential functions, and duties of the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name