

## **WESTFORD TOWN PLANNER JOB DESCRIPTION**

### **Official Title**

Part-Time Town Planner  
Estimated 20 hours a week

### **Nature of Position**

The Town Planner is a highly responsible administrative position that requires considerable judgment. The primary responsibility of the Town Planner is to assist the Planning Commission in carrying out their statutory functions, including but not limited to preparation and implementation of plans and regulations, undertaking planning initiatives and studies, and making recommendations to the legislative body. A great deal of time is spent working closely with the public, often on controversial or sensitive matters. This work requires a high degree of independence, initiative, sound judgment, professionalism, and organizational skills.

### **Appointment, Supervision and Evaluation**

The Town Planner is nominated by the Planning Commission and appointed by the Selectboard. The Town Planner is under the general supervision of the Planning Commission and is ultimately accountable to the Selectboard. The Town Planner is subject to the Town's personnel policy and may be removed for cause at any time by the Selectboard after consultation with the Planning Commission.

### **Town Planner – Primary Responsibilities and Duties**

Fully staffing the Planning Commission pursuant to state statute, assisting the DRB Coordinator, serving as Acting Administrative Officer during extended AO leaves of absence, and other related tasks including but not limited to the following:

1. Assist the Planning Commission in carrying out their statutory functions, including development of land use and development regulations, development of the town plan, and implementation of town plan projects.
2. Research, analyze, develop, and propose land use planning and development policies, plans and ordinances for consideration by the Planning Commission and Selectboard.
3. Stay up to date on local regulations, state statute, court precedent and modern planning practice.
4. Maintain communication and coordinate with the Selectboard, Planning Commission, Development Review Board, Conservation Commission, Town employees, other committees, Regional Planning Commission, State agencies and hired consultants regarding Town projects.
5. Effectively communicate and be available to the public and board members for the purpose of explaining proposals and projects and to discuss any issues or concerns.
6. Keep the board and commissions apprised of issues, concerns, and opportunities associated with zoning and planning.
7. Serve as custodian of public records related to planning and zoning.

8. Prepare and administer grants.
9. Manage planning projects under the oversight of the Planning Commission.
10. Maintain the planning portions of the Town website.
11. Staff town committees, as requested.
12. Participate in the regional planning process and serve on committee as necessary.
13. Any other duties as assigned and agreed to.

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

1. Demonstrated experience in the land-use-related field with relevant education preferable.
2. Bachelor's degree in planning, landscape architecture, natural resource management and planning, or a related field desirable.
3. Experience with Flood Hazard Regulations and familiarity with the National Flood Insurance Program (NFIP).
4. Excellent oral and written communication skills.
5. A desire to work as part of a team to initiate and perform detailed work with appropriate supervision.
6. Ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively.
7. 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.
8. Ability to read plans and drawings, and additional experience with ArcGIS mapping software preferable.
9. Ability to interact courteously, clearly, and in a timely manner with the public.
10. Attendance at evening Planning Commission meetings and other meetings as required.
11. General familiarity with State statute and land use & development regulations.
12. General familiarity with land use & development principles and practices.
13. 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.

**Interested applicants please send:**

**Resume**

**Cover Letter**

**3 References**

**Items can be sent to**

**Town Planner Search**

**1713 Vermont Route 128**

**Westford, VT 05494**

**OR**

**Dropped in the dropbox at the above address**

**OR**

**Via email to [townadmin@westfordvt.us](mailto:townadmin@westfordvt.us)**