JOB TITLE: Planning Technician  

DEPARTMENT: Land Use  

STATUS: Full-Time, Non-Exempt  

JOB SUMMARY: Provides administrative and technical support primarily to the Planning and Zoning Boards, the Historic District and Conservation Commissions and the Capital Improvements Program Committee. The position reports to and is directed by the Land Use Manager with general direction from the various Boards this position supports. The position requires some evening meetings every month. The position includes a variety of assignments with the work performed mostly independently; requesting assistance and guidance with unusual situations which do not have clear precedents.

Core Duties and Responsibilities (including, but not limited to):

- Receives all applications for Land Use Boards - reviews them for conformity with the instructions and assures that all applications and supporting documentation are complete.
- Maintains a computerized tracking system with electronic index for cross referencing files for recording all applications, permits, conditions, etc. issued by the Planning and Zoning Boards and the Historic District Commission
- Maintains a comprehensive filing system within the Land Use Office for pending and approved Subdivisions, Site Plans, Special Permits, Appeals, Variances, Certificate of Approvals, etc. Maintains other files as necessary.
- Works with the public, applicants, their attorneys, and representatives, to assist them with the application process. Coordinates with other departments for review and comment, as appropriate.
- Coordinates and schedules time-sensitive public hearings for the Planning and Zoning Boards and the Historic District and Conservation Commissions.
- Respects access to confidential information generated in all Land Use Boards Executive Sessions, and emails, letters or conversations with Town Counsel related to proposed projects and/or proposed on-going litigation proceedings.
- Prepares a variety of correspondence, reports, memorandums, and other similar material for the Land Use Boards.
- Maintains deadline calendar, prepares draft agendas, and coordinates meeting packets for each member of the Land Use Board
- Attends Planning Board, Zoning Board, Historic District Commission, Conservation Commission and Capital Improvements Program Committee meetings; Provides specific details to the Land Use Boards / Commissions for each application; Takes notes for follow-up needed; Post meetings; Accurately records edits to proposed amendments, conditions for approval, etc.
- Prepares draft decisions based on compiling all motions and conditions, if appropriate.
- Responsible for all statutory requirements and monitoring of deadlines including but not limited to developing and publishing Notice of Public Hearing, statutory mailings, filing of Decisions and Notices of Decisions, etc.
- Creates draft Zoning amendments and / or Site Plan and Subdivision changes for the Planning Board under the Boards’ direction.
- Professional development is required by attending conferences, workshops, and seminars related to job responsibilities, legislative updates, and continuing education.
- Assists and coordinates the update of the Town’s Master Plan with Planning Board direction
- Submits and maintains reporting to State and other agencies for Land Use Board projects
- And any other tasks as assigned by the Land Use Manager and / or Town Administrator
Knowledge and Abilities Required:

- Knowledge of planning concepts and Master Planning efforts
- Working knowledge of site plan and subdivision review and procedures
- Knowledge the principles and practices of zoning and zoning administration
- Ability to speak clearly and effectively in public settings
- Ability to write and explain technical matters in a clear and concise manner
- Ability to maintain a high degree of organization and attention to detail
- Ability to enforce established codes, regulations, and ordinances
- Ability to learn and know how to find relevant sections within the Zoning Ordinance, Subdivision and Site Plan Regulations, Master Plan, Bylaws, Statutes, etc.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- Ability to organize time and to work independently and accomplish tasks.
- Ability to maintain detailed statistics, records, and files.
- Ability to deal effectively and tactfully with the public and volunteers.
- Ability to maintain confidential information.
- Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow.
- Ability to communicate effectively with the public, coworkers, boards, other staff, other departments, officials, and agencies.
- Ability to maintain accurate records and handle multiple tasked effectively and efficiently.

Skills Required:

- Superior administrative and clerical skills.
- Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications.
- Proficiency in MS Word and Excel.
- Excellent customer service skills.
- Excellent written, oral, and interpersonal communication skills
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.

Minimum Qualifications

Experience in municipality planning, public policy, or related area of study in addition to one year of planning experience preferred. Associate degree in related field desirable; two to three years of progressively responsible office experience; or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.