USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

 These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Planner**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Planner** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:**  | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of technical, administrative [, supervisory] and professional work in direct oversight and control of [“planning activities” or “the Planning Department”]. Responsible for planning in the areas of land use, economic growth, housing, transportation and related areas.

**Supervision Received:**

Receives general direction from [insert chief administrative/executive officer as appropriate]

**Supervision Given**:

Supervises the following departments/divisions:

[“Supervises ‘all employees of Planning Department’ or ‘employees performing planning functions’.”]

**Examples of Essential Functions:**

# Plans, supervises and evaluates [“Planning Department” or “planning”] activities.

1. Develops policies and procedures for [“planning activities” or “the Planning Department”] as mandated by law or necessary to ensure efficient operation.
2. Plans, promotes and implements comprehensive planning in the functional areas of land use, [*if applicable*: water and coastal management,] economic growth, housing, transportation and related areas under policies and directives established by [insert chief administrative/executive officer AND/OR legislative body/Planning Commission as appropriate] and in accordance with local and State laws and regulations.
3. Oversees and participates in providing technical consultation and related services to [Town/City] boards and commissions concerned with land use matters; confers with applicants and interested parties to discern positions, discuss options and assimilate information.
4. Oversees and participates in preparation of agenda items, meeting notices, minutes and staff reports for meetings of [Town/City] regulatory agencies, boards and commissions; attends meetings as needed and provides advice and recommendations on applications and related issues.
5. Provides information and technical assistance to the general public, property owners and developers and their representatives; addresses public and private groups on planning matters.
6. Implements and administers special projects assigned by [insert chief administrative/executive officer/Planning Commission as appropriate]; prepares [or “supervises and oversees the preparation of”] grant applications and administers grants; attends [insert council/selectmen/other as appropriate] meetings as required or appropriate.
7. Prepares and presents [or “Assists in the preparation and presentation of”] a proposed annual budget for [“planning activities” or “the Planning Department”]; directs the implementation of the adopted budget.
8. Prepares and presents [or “Assists in the preparation and presentation of”] recommended revisions to [Town/City] Plan of Conservation and Development.
9. Directs and supervises the selection, training, assignment, evaluation and discipline of [“employees performing planning functions” or “Department employees”]; administers personnel rules and regulations and collective bargaining agreements for subordinate employees.
10. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of planning activities and operations.
11. Prepares, submits and presents narrative and statistical reports to [insert chief administrative/executive officer/legislative body/Planning Commission as appropriate]; attends meetings of [insert appropriate committees, commissions and legislative body].
12. Maintains positive working relationships with government officials, community groups and the public regarding planning activities; promptly and cordially responds to civilian inquiries and requests for information.
13. Attends seminars and conferences, and participates in professional planning activities to remain current on developments in relevant fields.
14. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, [*if applicable*: and approves] grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Education & Experience:**

1. Graduation from an accredited college or university with a Master’s degree in City, Urban or Regional Planning or related degree.
2. \_\_ years of experience as a municipal regional planner, including a minimum of \_\_ years supervisory experience.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of principles and practices of municipal planning including physical, social and economic aspects.
2. Thorough knowledge of municipal planning research techniques, including problem definition, data collection and analysis.
3. Thorough knowledge of zoning, subdivision and site development regulations and ordinances.
4. Considerable knowledge of the principles and practices of public administration.
5. Skill in reading and preparing maps of various types.
6. Skill in financial and human capital management.
7. Skill in the use of personal computers, including [insert specific software].
8. Ability to plan, organize, direct, coordinate and evaluate work of departmental programs [and employees].
9. Ability to maintain positive working relationships with government officials, community groups and the public regarding planning activities
10. Ability to analyze and interpret plans, and determine whether they conform with applicable code and ordinance provisions.
11. Ability to comprehend complex planning problems, to identify solutions and prepare appropriate recommendations.
12. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from groups of managers, vendors, customers/residents, and the general public.
13. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.

**Additional Eligibility Requirements:**

1. Valid, active Motor Vehicle Operator’s license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to **X** 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:**

This job operates in a professional office environment with [regular or occasional] related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat and airborne particles. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.