

Town of Boxborough, MA

POSITION: Associate Planner

DEPARTMENT: Land Use and Permitting

FLSA STATUS: Exempt

REPORTS TO: Director/Planner

GENERAL SUMMARY:

The Associate Planner is responsible for performing professional and paraprofessional assignments to provide staff support to the Town Planner/Director of Land Use & Permitting. The position assists with various phases of department projects which include providing support in project research, supporting staff at various public meetings, performing demanding technical assignments, and providing overall office support coordination. The position provides excellent customer service to internal and external customers on a daily basis. Work is often-project oriented involving a full scope of activities and accountability.

SUPERVISION SCOPE

The Associate Planner reports directly to the Director of Land Use and Permitting. The Associate Planner is required to work independently at times, within established policies and procedures and the requirements of federal, state and local law (as applicable).

SUPERVISION RECEIVED

The position works under the direction of the Director of Land Use and Permitting in accordance with the applicable provisions of federal, state and local, laws, rules, regulations and policies.

SUPERVISION EXERCISED

Directly supervises consultants and department reviewers engaged in the various Town permitting processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides technical assistance and information to staff and the public in the administration of specific planning, program areas, and bylaws.
- Reviews building plans and zoning permit applications to ensure compliance with requirements such as use, density, placement, and parking ratios.
- Schedules staff meetings and is accountable for the quality and quantity of work done by consultants and peers, to ensure adequate detail is provided to the Director of Land Use and Permitting and relevant Town boards and committees.
- Provides orientation and training for new board members.
- Performs routine office tasks in designated program areas, including data entry, file management, copying, and answering emails and telephone calls.
- Develops and maintains automated tracking systems, hard copy files and records.
- Prepares staff reports and recommendations, such as special use permits, site plan reviews, and variances.
- Researches and compiles information on a variety of planning issues from multiple sources.
- Prepares public notices and property owner verifications.

- Investigates violations of planning regulations and bylaws, including making site visits, under the direction of the Director of Land Use and Permitting.
- Attends public meetings, assisting other planning staff as appropriate.
- Frequently interacts and communicates with the public, government officials, other staff members and boards, and third parties transacting business with the Town;
- Performs other work as required or assigned.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

A Bachelors Degree in Planning, Landscape Architecture, Civil or Environmental Engineering, or related field;

Preference is given to those with experience in Massachusetts General Laws or with at least one year of experience in the field of planning in a municipal setting.

REQUIRED LICENSING AND CERTIFICATION

The Associate Planner must possess a valid Class D drivers license. No certifications are required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of planning principles and practices.
- Demonstrated research, analytical, data collection, and organizational skills.
- Knowledge of effective writing techniques.
- Ability to organize information in spreadsheets.
- Statistical, algebraic or geometric knowledge, and ability to apply such knowledge in practical situations.
- Advanced knowledge of computer hardware and software programs, including Microsoft Office, and Internet applications, including ESRI ArcMap, social media applications, and Google Workspace, public survey/online scheduling software;
- Ability to perform field work as needed.
- Ability to work on several projects simultaneously and meet specified deadlines.
- Ability to work independently or in a team environment as needed.
- Ability to maintain professionalism in various situations.
- Skilled in handling frequent interruptions and exercising critical thinking.
- Ability to read, comprehend and interpret manuals, ordinances, written policies, statutes, rules, regulations, memos, letters, reports, maps and legal documents.
- Ability to communicate effectively verbally and in writing.

TOOLS AND EQUIPMENT USED

ESRI ArcMap, Microsoft Office Suite, social media applications, public survey/online scheduling software, and other computer software as needed to perform the tasks above.

PHYSICAL REQUIREMENTS

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

This is an office-based job in a dynamic municipal office. While performing the duties of the Associate Planner, the employee is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; lift/move objects weighing up to 25 pounds; and move throughout the municipal offices.

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

WORK ENVIRONMENT

Work is performed predominately indoors in a traditional office setting. Where there is need for outdoor site visits, the Associate Planner may face exposure to weather extremes, and noise, and be required to work in proximity to equipment with moving mechanical parts.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

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

Recommended: January 12, 2023

Revised: January 20, 2023 (Version 2)
January 26, 2023 (Version 3)

Approved (Name): Personnel Board

Approved (Date): February 1, 2023