

Town of Boxborough, MA

POSITION: Director of Land Use and Permitting DEPARTMENT: Land Use and Permitting

FLSA STATUS: Exempt

REPORTS TO: Town Administrator

GENERAL SUMMARY:

The Director of Land Use and Permitting provides guidance and direction to Land Use professionals, while providing technical assistance and support to the various boards and committees under the Land Use umbrella. The Director is combined with the role of Town Planner, providing support and assistance to those boards who render permitting decisions and prepare legislation. Acts as the chief inter-board liaison on land use issues to Town Boards including the Community Preservation Committee, Conservation Commission, Economic Development Committee, Housing Board, Planning Board, Select Board, Sustainability Committee, and Zoning Board of Appeals, and other boards and committees as may be required.

SUPERVISION SCOPE

The Director of Land Use and Permitting oversees the Building Department, Health and Engineering personnel, and Planning Departments. The Director is responsible for job quality, personnel performance evaluation, and cost control.

Additionally, the Director serves as the project manager for various consultants hired by the Town to support its various boards and committees. These include, planners, engineers, and legal advisors. In cases of zoning enforcement and appeal of a board's decision, the Director/Town Planner serves as a primary point of contact for Legal Counsel, at the approval of the Town Administrator.

SUPERVISION RECEIVED

The Director of Land Use and Permitting works under the direction of the Town Administrator, and within policies established by the Select Board. Establishes own work plan and completes work in accordance with statutory deadlines and established departmental policies and standards.

SUPERVISION EXERCISED

The Director of Land Use and Permitting directly supervises administrative and professional staff of the Planning and Building Departments. The Director further supervises consultants engaged in the various Town planning exercises and permitting processes, including attorneys, engineers, planners, students, and other professionals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Legal Counsel in the defense of legal decisions, and in the enforcement of the Town's bylaws.
- At the request of the Building Commissioner, assists with the investigation of bylaw violations, including correspondence, research, and site visits.

- Attends public meetings of the boards supported by the Office of Land Use and Permitting, either routinely or on a as needed basis.
- Frequently interacts and communicates with the public, government officials, other staff members and boards, and other third parties conducting business with the Town;
- Hosts interdepartmental meetings to prepare plans and programs to support the long-term planning and preparedness of the Town.
- Prepares applications for grant funding and tracks budget expenditures for compliance with contractual grant terms and conditions.
- Prepares staff reports and recommendations for special use permits, site plan reviews, and variances.
- Prepares the annual Land Use budget, and assists in the development and presentation of budgets for the boards and committees supported by the office of Land Use and Permitting.
- Provides technical assistance and information to staff and the public in the administration of specific planning, program areas, and bylaws.
- Represents the Town's interests in a variety of regional meetings and roles;
- Researches and compiles information on a variety of planning issues from multiple sources, and educates Land Use boards and committees on emerging themes and issues.
- Reviews building plans and zoning permit applications to ensure compliance with requirements such as completeness, density, placement, use, and safety.
- Routinely meets with property owners to evaluate proposals for development and land owner rights.
- Serves as a liaison between the Town and several education institutions, supervising interns and student field projects as they may be conducted.
- Supervises various consultants of the Town to prepare planning documents and review proposals for development.
- 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 Bachelor's Degree from an accredited college or university in urban planning, urban studies, city/regional planning, land use planning, or closely related field.

Minimum of three years work experience in municipal planning office with direct involvement in the administration of zoning and subdivision regulations, and supervisory responsibility.

Any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be allowed.

REQUIRED LICENSING AND CERTIFICATION

The Director of Land Use and Permitting must possess a valid Class D drivers license. No certifications are required.

American Institute of Certified Planners (AICP) Certification preferred.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively verbally and in writing.
- Ability to maintain professionalism and confidentiality under pressure.
- Ability to present to audiences of varying size.
- Ability to read, comprehend and interpret manuals, ordinances, written policies, statutes, rules, regulations, memos, letters, reports, maps and legal documents.
- Ability to work independently or in a team environment as needed.
- Ability to work on several projects simultaneously and meet specified deadlines.
- Demonstrated research, analytical, data collection, and organizational skills.
- Demonstrated ability to conduct public engagement exercises;
- Knowledge of applicable Massachusetts Land Use regulations.
- Knowledge of professional writing techniques.
- Knowledge of municipal budgetary functions, and operations of town departments.
- Knowledge of practices and procedures in all phases of urban planning.
- Knowledge of zoning and subdivision laws and procedures.
- Skilled in handling frequent interruptions and exercising critical thinking.

TOOLS AND EQUIPMENT

The Director of Land Use and Permitting should have advanced knowledge of computer hardware and software programs, including Microsoft Office and Internet applications, ESRI ArcGIS, Google Workspace, public engagement software, and social media applications.

Graphic design ability is preferred.

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 Director of Land Use and Permitting, 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 Director must also be able to maneuver natural terrains and maneuver active construction sites.

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 Director of Land Use and Permitting 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:

Revised: **February 11, 2025**
 July 1, 2025

Approved (Name): Personnel Board

Approved (Date): July 8, 2025