



HUMAN RESOURCES
TELEPHONE 508-946-8808

Town of Lakeville

Town Office Building
346 Bedford Street
Lakeville, MA 02347

JOB POSTING TOWN OF LAKEVILLE

TOWN PLANNER

POSTING DATE: June 24, 2021

POSITION: Full-time Town Planner position for The Town of Lakeville. Full job description is attached to this posting and is also available at www.lakevillema.org. All interested parties should apply in writing to Clorinda Dunphy, Human Resources Director 346 Bedford Street, Lakeville MA 02347 or cdunphy@lakevillema.org with application attached.

HOURS: Forty (40) hour work week Monday through Friday to be determined by the Town Administrator and Planning Board. It is expected the Town Planner will attend night meetings for the Planning Board and possibly other Board or Commission meetings as well.

WAGES: \$80,000 +/- annually, Non-union position. Salary will be commensurate with experience.

QUALIFICATIONS: Bachelor's degree in Planning or a related field required, along with three (3) to five (5) years relevant experience. A Master's degree may substitute for up to two years' experience. AICP certification preferred.

POSTING CLOSING: Open until filled.

The Town of Lakeville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, pregnancy or pregnancy-related conditions, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal and state laws. Applicants with disabilities needing reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Clorinda Dunphy, Human Resources Director, cdunphy@lakevillema.org, 508-946-8808.

JOB DESCRIPTION

TOWN OF LAKEVILLE TOWN PLANNER

GENERAL STATEMENT OF DUTIES:

Provides professional, technical, and administrative assistance to the Planning Board, Zoning Board of Appeals, the Town Administrator Office, and other boards and committees as directed. Reviews and makes recommendations on development proposals to ensure consistency with the Town's Zoning Bylaw, General Bylaws, Master Plan, and any applicable rules, regulations, and policies. Coordinates, facilitates, and attends all meetings of the Planning Board and Zoning Board of Appeals and related committees or subcommittees. Develops and/or updates the Zoning Bylaw, General Bylaws, and applicable rules and regulations regarding community development.

SUPERVISION RECEIVED:

Reports to the Town Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of duties listed below are intended only as illustrations 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.

Reviews all plans and application materials on behalf of the Planning Board (including, but not limited to, Approval Not Required (ANR) Plans, preliminary and definitive subdivision plans, site plans, earth removal permits, scenic road permits, stormwater management permits, and special permits) and on behalf of the Zoning Board of Appeals (including, but not limited to, variances, special permits, appeals, and comprehensive permits) for consistency with the Zoning Bylaw, General Bylaws, Master Plan, the Town of Lakeville Subdivision Rules and Regulations, and any other applicable regulations or policies.

Coordinates and staffs the review processes for all development proposals each year that undergo review by the Planning Board and/or Zoning Board of Appeals, from initiation through design, construction, and completion. Responsible for continuing review throughout the course of development to ensure ongoing compliance.

Reviews all Planning Board and Zoning Board of Appeals applications to determine if sufficiently complete to proceed.

Responsible for distributing plan and application materials (and resubmittals) in a timely manner to ensure adequate time for receipt of comments from Town Departments. Organizes and conducts meetings on an as-needed basis to facilitate coordinated reviews of proposals by Town departments.

Coordinates peer review processes on behalf of the Planning Board and Zoning Board of Appeals.

Provides expert technical assistance and general information on land use and zoning matters to other town staff, residents, business owners, property owners and developers, community groups, Planning Board, Zoning Board of Appeals, and others as requested or directed.

Accurately and consistently tracks and ensures compliance with Planning Board and Zoning Board of Appeals conditions of approval.

Attends evening meetings, including after-hours meetings of the Planning Board, and the Zoning Board of Appeals. Occasionally attends meetings of the Board of Selectmen and other committees as needed.

Conducts site visits as needed to ensure that projects are constructed in accordance with plans approved by the Planning Board and Zoning Board of Appeals.

Prepares Staff Reports for the Planning Board and Zoning Board of Appeals providing overview of applications, potential issues, applicable review standards and deadlines, and suggesting conditions of approval as appropriate or as requested.

Responsible for ensuring that all qualifying affordable housing dwelling units are accurately accounted for in the Town of Lakeville Subsidized Housing Inventory (SHI).

Oversees the preparation, filing, and maintenance of required documentation and project files.

Works with developers, applicants, and residents to ensure an efficient and high-quality permitting process.

Provides oversight to the Recording Secretary to ensure that draft minutes are available for consideration by boards and committees in compliance with Open Meeting Law requirements. Ensures compliance with legal notification and mailing requirements for all Planning Board and Zoning Board of Appeals processes, and that plans and other application and/or decision materials are readily available to the public.

Provides sufficient information to ensure the accurate creation, tracking and/or closing out of all Planning Board and Zoning Board of Appeals performance bonds, covenants, escrows, releases, and other securities.

Maintains accurate records of land use matters and responds to daily public inquiries on planning and zoning related matters over the phone, in writing and/or in person.

Monitors national, state, and municipal community development trends and interprets such trends to the Planning Board, Zoning Board of Appeals, and other Town committees/agencies; maintains and updates planning and zoning data including statistics, graphs, charts, and maps.

Assists with matters related to land use litigation and appeals.

Coordinates and facilitates special town committees such as the Master Plan Committee, Master Plan Implementation Committee, and other committees as directed.

Staffs or assists in staffing the planning of town-wide infrastructure, transportation and park projects.

Assumes additional responsibilities and performs related work as required or as directed.

QUALIFICATIONS AND SKILLS:

Education and Training:

Bachelor's degree in Planning or a related field required, along with three (3) to five (5) years relevant experience. A Master's degree may substitute for up to two years' experience. AICP certification preferred.

Knowledge and Skills:

Must be familiar with and have knowledge of local zoning bylaws, regulations, and applicable state statutes including Mass. Gen. Laws Ch.40A, 40B, 40R and 41, and be able to read plans (plot plans, subdivision plans, site plans, etc.). Position requires strong written and verbal skills, including superior customer service with residents, applicants, attorneys, engineers, surveyors, co-workers, etc., on complex issues. Must have outstanding organizational and problem-solving skills, experience in project management, and experience with MS Office (GIS experience a plus) is required.

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 functions.

This is primarily an office-based job in a municipal setting. Minimal physical effort is required to perform clerical duties. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed.

While performing the duties of this job, the employee is required to talk, hear, and sit for extended periods. Occasionally requires walking, standing, bending/stooping, reaching with hands and arms, and carrying/lifting (normally no more than 25 pounds). Must be able to gain

access to construction sites. Some physical effort needed to walk over rough and uneven terrain. The employee must have good vision to view computer screens, graphic data, read reports and printouts for analytical purposes for extended time periods. Requires manual dexterity in combination with eye-hand coordination for efficient keyboard input, data entry and filing.

WORKING CONDITIONS:

Forty (40) hour work week Monday through Friday to be determined by the Town Administrator and Planning Board. It is expected the Town Planner will attend night meetings for the Planning Board and possibly other Board or Commission meetings as well.

This position is an exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is not eligible to be paid at the rate of time and one half (i.e., one and one-half times) the regular rate of pay for all hours worked beyond forty hours in a workweek.

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