

POSITION DESCRIPTION

Class Title: Town Planner/Community Development Director
FLSA: Exempt
Date: March 2026

Town Planner/Community Development Director

GENERAL

This is a responsible administrative and technical position working in the fields of community development and Town planning.

SUPERVISION RECEIVED

Any direct supervision is received from the Town Manager, although considerable independent judgment is exercised in performing the daily functions of the position.

SUPERVISION EXERCISED

Supervision is exercised over the following positions:

1. Associate Planner
2. Planning & Code Administrative Assistant

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Provides staff advisement to the Town Planning Board and Design Review Committee with site plan, subdivision, conditional use, certificate of appropriateness, zoning map amendments, and zoning ordinance amendments.
2. Provides staff assistance to the Comprehensive Planning Committee for the purpose of comprehensive plan development and implementation
3. Provides staff assistance to the Town Manager and Town Council in the area of land use, planning, and economic development.
4. Works with staff on various development projects and economic development initiatives.
5. Works to promote the development of commercial businesses in Old Orchard Beach in order to improve employment opportunities and the tax base.
6. Meets with developers and the general public to explain the Town's land use regulations, development activities, Planning Board applications, and other planning and land use matters.

7. Conducts periodic review of the Town's land use ordinances and comprehensive plan and makes recommendations to the Planning Board and Town Council for needed revisions.
8. Prepares ordinances and presents to the Planning Board and Town Council.
9. Represents the Town on regional committees and boards when assigned by the Town Manager or appointed by the Town Council.
10. Coordinates the Town's community development planning activities with State and Federal agencies and other Town departments.
11. Maintains data on the Town's growth and development, economy and employment, land use and demographics; prepares and disseminates information about the Town of Old Orchard Beach and responds to requests for information.
12. Prepares applications for and administers State and Federal grants and assistance.
13. Performs any other duty as may be called upon.

EDUCATION

Graduation from a 4 year college with emphasis in planning, public policy, economic development, business administration or a related field, supplemented with at least 3 years community development experience; or a combination of related experience and training.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

1. Considerable knowledge of land use planning, including the ability to review technical drawings and maps, direct the preparation of comprehensive area plans, and draft supporting ordinances.
2. Knowledge of subdivision, growth management, and land use state statutes.
3. Understanding of municipal ordinances format and application.
4. Basic knowledge of civil engineering, land surveying, traffic engineering.
5. An understanding of studies related to demographics, wetlands, economics and land development.
6. General knowledge of commercial real estate.

7. Ability to maintain a variety of records, organize data and prepare standard reports from records.
8. Excellent ability to communicate well both orally and in writing.
9. Strong interpersonal skills and the ability to establish and maintain effective working relationships with outside agencies, businesses, municipal officials, employees and the general public.
10. Ability to work on a multitude of projects concurrently.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described herein 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to traverse a variety of terrains in performing site walks.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is typical for a business office.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The 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.