

POSITION DESCRIPTION

Class Title: Assistant Town Planner

FLSA: Exempt

Assistant Town Planner

SUMMARY

This is a responsible professional position working in the fields of community development and town planning.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

(The essential functions or 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.)

- Assists the Town Planner with Planning Board, Design Review Committee and Comprehensive Plan Committee preparation. This includes the following responsibilities:
 - Assist applicants with:
 - submittals; review of applications; write memos; organize packages for committee members;
 - work with engineers and municipal officials; attend evening meetings and site walks;
 - record meeting minutes; advertise in website and local papers; writing Findings of Fact documents.
- Preparation of policies and ordinances related to various planning projects including code of ordinance amendments, watershed analysis, water quality improvements and other projects.

- Assists with administration of MS4 stormwater permitting program. This involves monitoring site work during construction, assisting with other permitting requirements and representing the Town with DEP and other regulatory authorities.
- Oversight of development performance guarantees. This includes communicating with contractors, working with 3rd party engineers, tracking inspections, securing payments, and completing and organizing paperwork.
- Composes and types minutes, agendas, letters, memorandums and other materials and conducts mailings primarily for Planning Board, Design Review Committee and Comprehensive Plan Committee.
- Prepare grant applications and administration of grant programs.
- Assist with natural resource related issues including on-site inspection of Best Management Practices (BMP's) and communications with regulatory authorities and Town staff.
- Utilize GIS on a variety of planning and land use initiatives.
- Assist with coordination of the Town's community development activities with State and Federal agencies and Town departments.
- Assist citizens with zoning and ordinance questions.
- Performs additional work as required.

RECOMMENDED MINIMUM QUALIFICATIONS

Education, Training and Experience:

Education and Experience

Graduation from a 4 year college with emphasis in planning, engineering, economic development, environmental studies, business administration or a related field.

KNOWLEDGE, ABILITIES and SKILLS

Necessary Knowledge, Skills & Abilities

- Considerable knowledge of land use planning including the ability to review technical drawings and maps, preparation of plans and draft supporting ordinances.
- Knowledge of the Maine land use statutes.
- An understanding of studies related to wetlands, engineering, land development and economics.

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

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

PHYSICAL DEMANDS

(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.)

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

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates a computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts with other town departments, town businesses, the general public, attorneys, realtors, Health Inspectors, contractors, and Registry of Deeds.
- Has access to department-related confidential and/or sensitive information.
- Errors in judgment could result in delays or loss of service, and monetary and/or legal repercussions.

DISCLAIMER

(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.)

***The Town of Old Orchard Beach is an Equal Opportunity/
Americans with Disabilities Act Employer***