

Position Purpose:

Performs professional, technical and administrative work for planning projects addressing zoning, subdivision regulations, master planning, agricultural land preservation, open space planning, water resource and habitat protection, hazard mitigation and resiliency, and scenic resource planning. Works closely with community stakeholders. Performs all other related work as required.

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.)

General Functions

- Provides local municipal governments, citizens, and other stakeholders in Franklin County with technical assistance related to land use and natural resources projects.
- Works with advisory groups of stakeholders to the project(s) – this may include recruiting the members of an advisory group, scheduling and facilitating their meetings, communicating to them through minutes, newsletters, and phone calls, and incorporating their feedback.
- Prepares drafts of documents/plans/reports/feasibility assessments/regulations/bylaw reviews.
- Assists with the development of major projects such as town master plans, housing plans, food system plans, regional watershed and resiliency plans and open space plans.
- Works on other departmental projects as assigned.
- Manages projects as assigned.
- Performs similar or related work as required, directed or as situation dictates.

Specific Functions

- Assists with all Land Use & Natural Resource programs and projects and associated public participation processes, including but not limited to housing plans, watershed planning, open space planning, water supply protection, river restoration, food systems, and hazard mitigation and resiliency plans.
- Works with local Planning Boards to prepare or revise Zoning Bylaws and Subdivision Regulations related to land use or natural resources protection.
- Provides technical planning assistance with respect to the Green Communities Act where grant or local funding finances such initiatives.
- Assists with Economic Development projects.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master’s Degree & 1 year experience or BA Degree & 3 years of experience in land use, natural resource and/or environmental planning.

Knowledge, Ability and Skill:

Knowledge: Demonstrated knowledge of relevant field. Working knowledge of related local, state and federal laws and regulations. Knowledge of grant policies, procedures and methods.

Ability: Ability to plan, organize and undertake the preparation of comprehensive plans and studies and related research, analyze problems, prepare reports and formulate recommendations and interpret Census data. Ability to effectively communicate verbally and in writing. Ability to establish and maintain effective working relationships with employees, local and state officials and the general public. Ability to work with complex sets of data and produce reports understandable by the general public.

Skills: Excellent written and verbal communication skills. Strong technical writing and presentation skills; proficient computer skills including database management. Strong interpersonal skills. Excellent management and organizational skills. Skill with computer equipment, social media platforms, and Microsoft Office Professional suite of software.

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 position is regularly required to walk, stand, sit, talk, and hear; handles, feels or operates objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs complex and responsible duties requiring initiative and independent judgment in the planning, administration and execution of their program’s services.

Supervision Received: Works under the direction of the Land Use & Natural Resource Program Manager, may work under the direction of a Senior Planner or another Program Manager for specific projects.

Supervision Given: none

Job Environment:

- Work is performed under typical office setting, with some work conducted in the field with exposure to various weather conditions; work environment is moderately noisy, and requires some evening and/or weekend hours. Evening Meetings: 3-6 per month.
- Operates computer, telephone, copier, facsimile machine, and other standard office equipment.
- Makes frequent contact with the general public; municipal, state and federal representatives; elected officials; businesses; property owners; school staff and regional planning agencies. Contacts are in person, by phone, email and in writing and via various group meetings, hearings, and other events.
- Has limited access to confidential and/or sensitive information related to finances or projects.
- Errors in judgment could result in delays or loss of service.

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.