

**Position Purpose:**

Performs professional, technical and administrative work for a variety of planning projects addressing land use, transportation, housing, open space protection, and hazard mitigation and resiliency. 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, transportation, natural resources, and housing.
- 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 and reports.
- Assists with the development of major local and regional planning projects.
- 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 a variety of planning projects and associated public participation processes, including but not limited to local housing plans, regional transportation plans, town master plans, town open space & recreation plans and local and regional hazard mitigation and resiliency plans.
- Works on Unified Planning Work Program projects under the Continuing, Cooperative and Comprehensive (3C) Transportation Planning Contract with MassDOT.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Master’s Degree & 1 year experience or BA Degree & 3 years of experience in land use, transportation, housing or natural resources 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 and under the direction of a Senior Transportation Planner or the Transportation & GIS Program Manager.

*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.*