

POSITION/DEPARTMENT:**Planning and Development Director****HOURS OF WORK:**8am – 4pm, Monday – Wednesday
8am – 8pm, Thursday
8am – noon, Friday
Some evening meetings as needed.**COMPENSATION:**\$71,000.00 - \$77,000.00 DOQ and experience.
Medical, dental, pension.**POSITION DESCRIPTION:**

This position performs complex professional and administrative work developing the comprehensive plan, preparing policies and performing special planning studies; coordinates planning and zoning services as well as related work as required. Duties include preparing long-range conservation and development plan; drafting ordinances; coordinating work with the Mayor and other City departments; conducting research; writing grant applications; maintaining records and files; preparing reports; advising boards, commissions, committees and elected officials. Supervises Planning Office and CDBG Program. Work is performed under general supervision. Position reports to the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates amendments to the Master Plan, Zoning Ordinance, Waterfront Strategic Plan, Strategic Land Use Plan, Zoning and Subdivisions Regulations and Zoning Map.
- Advises the Planning Board and Zoning Board on issues and applications under its statutory jurisdiction; prepares reports, including recommendations for action on applications; attends meetings as necessary; drafts motions for Planning Board and Zoning Board action and assists in monitoring and ensuring compliance with Planning Board and Zoning Board decisions.
- Advises the Mayor, City Council, Planning Board, Zoning Board, staff members and other commissions and committees on land use and planning matters.
- Provides information and guidance to the public, regarding pending development projects and property owners interested in developing their land; meets with developers and their representatives to discuss regulatory requirements; ensures that land use factors associated with a potential project are analyzed by a developer at an early stage before major commitments are made.
- Manages municipal capital improvement projects and supervision of staff assigned to those projects.
- Supervises and administers the day-to-day operations of the Office of Planning and Development including the Community Development Block Grant (CDBG) program.
- Works with Federal, State and local agencies to facilitate the development of affordable housing within the City.
- Oversees post-approval requirements, including review of final maps and legal documents, and preparation of bond agreements; prepares administrative forms, model easements, draft ordinances, etc. for Planning Board and Zoning Board decisions.
- Assists with the implementation and use of a Geographic Information System.
- Prepares annual budgets and monitors expenditures.
- Supervises and trains assigned personnel; assists with personnel actions such as hiring, evaluation and termination; enforces safe work practices.
- Assists with special City initiatives and grant applications.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of community development activities, land use laws and their relation to land use planning.
- Thorough knowledge of zoning and code enforcement practices.
- Ability to prepare budgets and provide fiscal analysis of proposals.
- Ability to read and interpret blueprints, site plans and architectural designs; ability to gather and interpret technical and statistical information and prepare technical reports.
- Ability to establish and maintain effective working relationships with City officials, contractors, architects, land developers, associates and the general public.
- Ability to communicate effectively through oral presentations and written correspondence.
- Ability to develop spreadsheets, reports, electronic presentations and process digital photographs using a PC. Proficiency with GIS preferred.

QUALIFICATIONS:

- Masters degree in Planning, Urban Studies, Public Administration or related field required.
- At least three years professional experience in land use planning or community development activities at the municipal level strongly preferred.
- Consideration may be given to equivalent experience and training.
- CORI check will be conducted.

PHYSICAL DEMANDS AND REQUIREMENTS:

(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to perform site work including walking for long distances at times over rough terrain; occasionally may need to lift objects up to 20 pounds.
- Work requires balancing, standing, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the City of Newburyport and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

Approved by: _____
Donna D. Holaday, Mayor

Date: _____