



Director of Planning & Community Development / Economic Development

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Department: Planning & Community Development/Economic Development

Position Title: Director of Planning & Community/Economic Development

Classification: Regular Full Time Salaried Position (FLSA exempt)

Labor Grade: TBD

JOB SUMMARY:

This position is responsible for directing long-term planning related to the natural and cultural resources and the economic development of the Town. Manages the daily operation of the Planning & Economic Department.

SUPERVISION RECEIVED

Works under the general direction of the Town Manager. This position exercises a considerable degree of independent judgment and is evaluated through reports, administrative procedures and feedback from boards, committees and departments.

SUPERVISION EXERCISED

Supervises Code Enforcement Officer, Health Officer, Deputy Health Officer, Assessing Clerk, Minute Taker (if applicable), Consultants, and other staff as assigned. Carries out supervisory responsibilities in accordance with the Town of Raymond's policies and applicable laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES*:

- Provides technical and professional staff support and consultation to town boards, Board of Selectmen, Town Manager, committees, commissions, and departments on community development and planning matters.
- Compiles and analyzes data on economic, social and physical factors affecting land use, and prepares or requisitions graphic and narrative reports on data; proposes economic and land use policies and regulations for the Town.
- Confers with local authorities, civic leaders and town planning specialists to devise and recommend plans and policies for land and infrastructure for residential, commercial, open space and community uses.
- Prepares and submits the Planning & Economic Department budget for review and approval; monitors expenditures in accordance with established policies.
- Plays a critical role in identifying and applying for grants from a variety of sources to support existing and new Town operations and projects.

- Works with Town departments and committees to review proposed Town, State, and Federal projects to ensure compliance with Town policies and guidelines.
- Responsible for the development and implementation and maintenance of the Town Master Plan in consultation with the Planning Board (or Master Plan Committee). Ensures that zoning, codes and regulations support and are compatible with the Master Plan.
- Meets with other department heads, contractors, developers, federal, state, and regional officials as well as representatives of the appropriate town committees, to coordinate and discuss community development related issues; meets with various civic organizations as Town representative to discuss community development issues; provides public education and assistance.
- Provides guidance and technical assistance in all facets of community planning, zoning and development issues. Acts as advisor, provides support, and attends meetings of Town board and committees including, but not limited to: Planning Board, Zoning Board, Capital Improvement Program Committee, Economic Development Advisory Committee, Conservation Commission and other committees as may be assigned.
- Serves as a representative of the Town at Rockingham Planning Commission, and other similar organizations.
- Oversight of the Town's Geographic Information System (GIS).
- Plays a critical role in the economic development efforts of the Town to retain businesses presently operating within town, to take and recommend actions to make Raymond business friendly, and to attract and recruit new businesses.
- Oversees compliance with the Town's zoning ordinance and other State and Federal regulations through supervising the Code Enforcement Officer and Health Officer.
- Assists property owners, business owners, and/or their representatives with preparing applications to the Zoning Board and Planning Board, including coordinating completeness review with the Building Inspector/Health Officer, Fire Chief, Public Works Director and other departments as applicable.
- Oversees the management and organization of the Town's property record files.
- Works with the Town Manager to oversee the Town's assessing functions through direct supervision of the Assessing Clerk.
- Works with the Town Manager and Capital Improvements Program Committee to coordinate the preparation of the Town capital improvement program.
- Works directly with landowners, the Code Enforcement Officer and Town Counsel regarding violations of land use regulations and the conditions of land use approvals.
- Performs other duties as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment.
- Ability to conceptualize and establish goals and objectives for the Town.
- Experience in grant writing or other alternative financing opportunities.
- Ability to analyze complex issues and to develop relevant and realistic plans, programs, and recommendations.
- Ability to work with diverse interests, groups and individuals through mediation and compromise to reach consensus and avoid divisiveness in the community.
- Leadership, planning, management, organizational and supervisory skills. Financial management and technical writing skills.

- Ability to market programs and ideas; to communicate effectively both verbally and in writing and the possession of good listening skills; to establish positive relations for the Town; and to interact effectively with a wide variety of people; and to gain consensus.
- Expert knowledge of statutes, bylaws, regulations, codes, policies, and procedures relevant to the department and/or general town administration.
- Knowledge of computer software programs and applications for GIS System development.
- Ability to present in a public forum including the ability to attract and involve a large, broad-based group of individuals into the Master Planning, public hearing process and other planning initiatives.
- Ability to operate and maintain specialized equipment and software.
- Ability to drive a personal vehicle in and around the community, and occasionally to distant locations within the state of New Hampshire.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine, along with other relevant equipment.

WORKING CONDITIONS/PHYSICAL DEMANDS:

OTHER DUTIES AND RESPONSIBILITIES:

- Promotes and maintains positive community relations.
- Maintains current knowledge of profession through peer association, review of literature, and attendance at meetings, seminars, specialized schools, and continuing education related to duties and responsibilities.

EDUCATION AND EXPERIENCE, REQUIREMENTS AND QUALIFICATIONS:

- Graduation from an accredited four-year college or university with a degree in planning, community development, environmental studies, public administration, or a closely related field.
- Five years of progressively responsible related professional experience in municipal planning, community development, environmental studies or other municipal experience preferred, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- American Institute of Certified Planners (AICP) Certification

Must have a valid license to operate a motor vehicle.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined by Management on a case-by-case basis.

**I have received and reviewed the job description for:
Director of Planning & Community/Economic Development**

Print Name: _____
Employee Name

Signature: _____
Employee Signature *Date*

Approval: _____
Department Head Signature *Date*

Approval: _____
Town Manager Signature *Date*