

TOWN OF BELMONT

JOB TITLE: Planning
DEPARTMENT: Land Use
STATUS: Full-Time, Non-Exempt
LABOR GRADE: 20

07/08/2021

JOB SUMMARY: Provides professional and technical assistance to the community in developing both physical and philosophical solutions to the long-term sustainability of Belmont's environment and economy. Encourages a positive relationship between development and the needs of the community through a participatory planning and design process.

Coordinates all aspects of development projects from design through construction and operation; assures compliance with all applicable ordinances and regulations; protects individual property rights; provides assistance with community planning projects and complies and provides officials, departments and the public with information on all land use related issues.

MAJOR DUTIES (The listed examples are illustrative only, and may not include all duties found in this position):

- Attends and participates in Planning Board and Zoning Board of Adjustment meetings and provides guidance, recommendations, interpretations and outlines available options.
- Provides general assistance to other departments, boards, citizens, applicants, realtors, the business community and other professionals on land use matters.
- Liaisons on land use matters to counsel, state and federal agency representatives, other departments and officials.
- Coordinates interaction between land use boards and conservation commission and Board of Selectmen.
- Develops processes for seamless multi-board and customer service.
- Prioritizes and schedules staff support functions for boards and commissions.
- As Zoning Administrator, reviews all applications (including building, site plan, subdivision, driveway, home occupation, change of commercial tenant, sign, variance, special exception, equitable waiver, rehearing, boundary line adjustment, excavation, appeal, merger, etc.) for compliance to applicable zoning and land use regulations.
- As Zoning Administrator, issues legally supportable orders and decisions; reviews with the Planning Board when necessary.
- Works directly with applicants to cure nonconformities.
- Works with applicants and professionals on the development and review of site plan and subdivision plans.
- Explains the intent and applicability of ordinances and regulations.
- Impacts development plans positively for both the applicant and the community.
- Assists with technical review of all plans.
- Set items for meeting agendas.
- Coordinates staff and independent consultants for the technical review of development plans and for construction inspections for approved plans.
- Sets security amounts and collects, administers and releases security as warranted.
- Prepares long-range plans for the orderly growth and development of the Town.
- Develops goals and objectives, reviews past plans, identifies trends, compiles data, conducts surveys, researches and analyzes sample plans, makes presentations in working sessions and public hearings and documents action on plans.

- Facilitates and may present training opportunities to staff and land use board members.
- Works directly with landowners, the code Enforcement Officer and counsel regarding violations of land use regulations and the conditions of land use approvals.
- Uses courses, workshops and other opportunities to stay abreast of updates and new methods regarding land use development.
- Drafts new ordinances and regulations as necessary.
- Prepares, presents and administers land use, conservation commission and tax map annual budgets.
- Coordinates annual amendments to the tax maps with landowners, the mappers and assessing.
- Coordinates and facilitates the interaction (appointing, hiring, participation, etc.) of the Boards and Commissions with special subcommittees, consultants, outside agencies and other service providers.
- Provides information for land use web pages.
- Coordinates use/setup parameters of land use permit tracking software.
- Coordinates/performs applicable post approval duties regarding approved/under construction development (including coordinating construction inspection staff, change orders, monitoring all conditions of approval, security, recording, issuing certificates of compliance).
- Markets the Boards and the Community through presentations, business newsletters, articles, high quality customer service, etc.
- Works with Town Administrator and other Departments and develops the process and protocol for major projects such as road inventory, emergency management, hazard mitigation, information technology, property evaluation and acquisition, building/facilities improvements/replacements, major State Highway improvement projects, community sidewalk construction projects, comprehensive road management program, traffic studies, private road acceptance and emergency lanes.
- Works with other staff members and Boards to accomplish open space and other real estate rights acquisitions.
- Creates a Land Use Department that can operate effectively for the future success of the organization through the absence or loss of any staff member.
- Supervises and manages Land Use Office staff.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the principals and practices of Town planning.
- Knowledge of land use and environmental law.
- Knowledge of State laws and Town ordinances pertaining to Town and regional planning.
- Knowledge of municipal finance.
- Skill in interpersonal relations, team building and staff management.
- Skill in the use of computers.
- Ability to read and understand plans.
- Ability to communicate effectively orally and in writing.
- Ability to analyze planning and code enforcement problems.
- Ability to establish and maintain effective working relationships with department heads, officials, outside agencies, civic leaders, and the general public.

SUPERVISORY CONTROLS: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives

are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

GUIDELINES: Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

COMPLEXITY: The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

SCOPE AND EFFECT: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work product or service affects a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

PERSONAL CONTACTS: The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as equipment and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, construction sites, developed and undeveloped properties, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, avoidance of construction equipment and processes, observance of fire regulations and traffic signals, etc.). The office work area is adequately lighted, but may, at times, be inadequately climate controlled and ventilated. Office area and workspace sizes and configurations are congested and restricted, may not be conducive to efficient employee operations, and require employee to utilize effective workplace safety and organizational methods.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of

work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Planning or related field, plus five years' experience of progressively responsible experience with community planning, at least two of which shall have been with a city or town. Preference may be given to more experienced candidates with several years' practical professional planning experience.
- Experience in applying innovative zoning techniques.
- Familiarity with New Hampshire land use law.
- AICP Planner Certification desirable but not required .
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.
- Course work related to environmental issues.
- Any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.