

## **PLANNING DIRECTOR**

**Department:** Planning and Development  
**Division:** N/A  
**Appointing Authority:** Mayor

**Grade:** 6  
**Revision Date:** 12/20  
**Bargaining Unit:** NR

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### **Definition:**

Professional , managerial and administrative work in developing and coordinating the activities, programs operations and services of the Department of Planning and Development; and of all relative boards, commissions and authorities, in keeping with the City's comprehensive planning and development program.

Performs all other related duties as required that are logical to the position, or as directed by the Mayor, responsible for policy development, program planning, fiscal management, administration and operational direction of all department functions.

### **Supervision:**

Works independently under the broad policy direction of the Mayor and evaluates effectiveness of operations.

Supervises the equivalent of five or fewer full-time support and technical staff employees; supervises consultants in economic and housing development.

Performs highly responsible functions of a complex nature, providing professional advice to the Mayor, City Council, and various city boards, commissions and committees, concerning the development, implementation, management and administration of the policies, goals, regulations, and statutory requirements related to planning and development for the city.

### **Environment:**

Most duties are performed under typical office conditions, including operation of computers, calculators, telephones, printers, copiers and other standard office equipment.

Some duties may require site review of proposed projects or buildings; which may involve walking and climbing over uneven terrain; climbing stairs, exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, asbestos, lead paint, mold, noise and other associative building or field conditions.

Must drive self or have transport to and from field, building and project sites.

Has extensive contact with employees, city departments, commissions and boards; outside organizations, State agencies, and the general public that requires patience, diplomacy, tact and courtesy.

Errors in performance, procedures or interpretation of State and local law, community attitudes and regional developments may cause legal or financial repercussions, considerable confusion and delay, and lead to adverse public relations.

Has access to department-oriented confidential information such as personnel records and bid proposals.

**Essential Functions:**

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Responsible for developing and accomplishing departmental objectives and goals within guidelines established by the Mayor. Assignments are broad in scope and allow for a high degree of administrative and managerial discretion in their execution.

Serves as the City's principal professional planner, responsible for administering the land use planning program, and for developing or directing the development of a variety of short and long-range planning projects and analysis; in interpreting and enforcing MGL Chapter 40A, 41, and local by-laws, ordinances and regulations; leads and coordinates efforts relating to the City's long-range planning; responsible for the development and updating of a strategic and city plan.

Plans, organizes, controls, integrates, and evaluates the work of the Department of Planning and Development including activities associated with planning, plan review, code compliance, housing and redevelopment, and permit processes; develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and priorities; manages and directs the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual department goals and work standards.

Selects, trains, motivates, and evaluates subordinate personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; administers collective bargaining provisions of subordinate employees units as it pertains to departmental oversight; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly. Provides leadership to develop and retain highly competent, customer service-oriented staff;

Assists in the preparation of new ordinances and the revision of existing ones; reviews development and redevelopment plans; ensures the proper administration and enforcement of the city's zoning, housing and related codes; monitors developments in planning, economic and community development matters; assists the Planning Board, Zoning Board of Appeals, Conservation Commission, Historical Commission and Redevelopment Authority, and provides staff to such boards and commissions.

Represents the City at various meetings and events; represents the department to maintain effective relationships with, and coordinates departmental activities with other departments as well as a variety of boards, commissions, community organizations, groups and individuals; promotes positive public relations; Responsible for various economic development programs and works collaboratively with the Assistant for Economic Development and Marketing to the Mayor or designee in the development of small business programs, various loan programs, job creation programs, and marketing or development projects.

Explains, interprets, justifies, and defends departmental functions, programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to, negotiates, and resolves difficult and sensitive citizen inquiries and complaints as well as controversial departmental issues; prepares, administers, presents and defends annual departmental budget to Mayor and Council as required; advises Human Resource department of bargaining proposals and impact on departmental operations.

Manages a variety of grant programs; oversees major funded grant programs; coordinates and reviews all related grant applications and provides reports on such applications; and reviews all bid contracts as required.

Maintains current knowledge of new trends and innovations in community development; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment; assists and advises land owners, developers and other interested persons seeking information and interpretation of the city's zoning ordinances and subdivision rules and regulations; serves as City's principal advisor or representative in departmental and/or relevant board(s) court proceedings; and in the drafting, interpreting or changing the city's policy as it relates to departmental mission and function.

### **Minimum Qualifications:**

#### **Education and Experience:**

Bachelor's degree in a discipline related to Community Economic Development and eight years professional community development, planning, or public administration and management experience within a municipality; Masters degree in related field preferred with at least five years experience, public sector experience necessary; or, a combination of education and experience that enables performance of all aspects of the position.

Must demonstrate track record of high level of responsibility with planning and economic development strategies and management, and must demonstrate leadership skills in the context of formal organizations; specifically municipal organizations and administration including budgets, grants and supervisory practices.

#### **Knowledge, Ability and Skill:**

Knowledge of operations, services, and activities of a comprehensive community development program including planning, building, code, redevelopment, and housing programs and functional areas; theory principles, and practices of planning and related services; development review procedures and requirements; principles and practices of program development and administration, of municipal budget preparation and administration, of management, supervision, training, and performance evaluation.

Knowledge of Federal, State, and local laws, codes, and regulations including those governing the administration of planning, community development and community redevelopment programs and activities; organizational management practices as applied to the analysis and evaluation of programs, policies and operations needs; of methods and techniques of eliciting community participation in planning and development issues.

Ability to establish and maintain effective working relationships with diverse interest groups and work cooperatively with department heads, staff and elected or appointed officials and the general public. Ability to plan, manage others, analyze, carry out projects, consult and offer advice, and facilitate groups; requires highly effective written and oral communication skills. Must perform all aspects of job responsibilities with honesty and integrity.

Ability to manage and direct a comprehensive community development program; to develop and administer departmental goals, objectives, and procedures; to exercise sound, expert independent judgment within

general policy guidelines; to analyze and assess programs, policies, and operational needs; to identify and respond to sensitive community and organizational issues, concerns, and needs; to plan, organize, direct and coordinate the work of subordinate staff; to delegate authority and responsibility; to select, supervise, train, and evaluate staff.

Ability to present proposals and recommendations clearly and logically in public meetings and to effectively present information and respond to questions from groups, clients, customers and the general public; to gain cooperation through discussion and persuasion; to prepare and administer budgets and to prepare clear, concise, and comprehensive administrative and technical reports.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with database programs and computer hardware and software systems.

Ability to understand, interpret, explain and apply applicable policies, laws and regulations.

Thorough knowledge of the principles and practices of community economic development, land use and strategic planning and community relations; of State and Federal laws or programs related to community economic development, historic preservation and Brownfields development.

**Physical Requirements:**

Sufficient physical ability to work in an office setting: sit, talk, walk, reach, twist, turn, kneel, bend, squat, and/or stoop; mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus and color vision. Ability to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

Must be able to communicate and be understood clearly, hear in the normal audio range with or without correction; give presentations or participate in other public discourse situations. Position requires the ability to access off-site premises that are not handicap accessible.

**Special Conditions:** Must successfully pass CORI/ SORI checks. Must have a valid Class D Driver’s license. Must have an acceptable driving record and be insurable under city’s policy. May be required to attend evening or weekend meetings.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**Approved:**

**EXECUTED 12/18/2020 AND ON FILE IN THE HR DEPARTMENT**

\_\_\_\_\_  
Human Resources Director

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Date

Revision History: 12/04, 11/19, 12/2020

\_\_\_\_\_  
Department Head

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Mayor