

## **Town of Bourne**

**Position Title:** Assistant Planner

### **Statement of Duties**

Assists the Town Planner in the administration and supervision of the activities of the Planning Department.

### **Supervision**

Work is performed under the administrative direction of the Town Planner in accordance with applicable local, state and federal laws and any other applicable municipal regulations. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements;

Has access to department-related confidential and/or sensitive information;

Errors in judgment could result in delays or loss of service, injuries to others, monetary loss, legal or financial repercussions, and/or adverse public relations.

### **Job Environment**

Work is performed under typical office setting; Work environment has a moderate noise level; Work is conducted in the field with exposure to various weather conditions; Travels locally and regionally, tours off-premises work sites and attends evening meetings; Operates an automobile, large format plotter and scanner, computer, and standard office equipment; Makes frequent contact with the public, municipal, regional, state and federal representatives, elected and appointed officials, businesses, property owners, consultants, board members of municipal corporations, agencies and regulatory bodies, and contractors.

### **Position Functions**

*The statements contained in this job description reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.*

1. Ability to read plans and blueprints and perform site plan review,
2. Knowledge of public infrastructure projects, and economic development;
3. Ability to understand town, state and federal laws, codes, regulations, and ordinances;

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4. Ability to collaborate with and develop effective working relationships with town employees, elected and appointed officials, contractors, and the public;
5. Ability to communicate effectively both orally and in writing;, and provide information to, engineers, architects, and interest groups to regarding department operations;
6. Strong technical writing and presentation skills;
7. Computer skills including MS Office, Adobe Acrobat, Photoshop, and Illustrator.
8. Skill in Geographic Information System (GIS), ESRI/Arc View.

### **Recommended Minimum Qualifications**

#### **Physical and Mental Requirements**

Employee works in a typical office setting, with some time spent outdoors to review site plans; and is required to sit, talk/listen, and use hands more than 2/3<sup>rd</sup> of the time; reach, stand, stoop, and walk up to 1 /3<sup>rd</sup> of the time. Employee occasionally lifts up to 10 lbs. Normal vision is required for the position. Equipment used includes automobile, office equipment and computers.

#### **Education and Experience**

A Bachelor's Degree in municipal or regional planning or closely related field or any equivalent combination of education and experience. At least two years of employment experience. Preferred candidate has a minimum of two years Massachusetts municipal planning experience.

#### **Licenses and Certifications Required**

A candidate for this position is required to have a valid driver's license.

#### **Knowledge, Skills and Abilities**

Knowledge of MGL Ch. 40A, Zoning and MGL Ch. 41, Administration of Government, preferred.