



TOWN OF BREWSTER, MA JOB DESCRIPTION

Title: Town Planner	Classification: Non-Union, Bylaw Class Plan
Department: Planning	Grade: Grade 5 - Bylaw
Reports to: Town Administrator	FLSA Status: Exempt
Effective Date: 8-17-21	

Summary

The Town Planner is responsible for coordinating, organizing, and performing executive level work in the field of advanced municipal planning. The Town Planner works to achieve sustainable development and improve the quality of life in Brewster by working collaboratively with the public, community stakeholders and other Town departments on planning, economic growth, environmental protection, housing and development design quality. The Town Planner is responsible for providing staff support to the Planning Board, and Zoning Board of Appeals. The planner works with local and regional officials to achieve positive progress in community planning, resource protection, and innovation in zoning and land use regulation. Performs all other related work.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.

Assists the Town Administrator in coordinating the activities of the various boards, commissions, committees and officials concerned with planning, design quality, economic growth, environmental protection and housing in the Town

Provides leadership and direction to engage the community and works cooperatively to shape and promote a shared long-term vision for the future of Brewster that reflects citizen input and community values.

Provides professional advice, technical expertise and practical alternatives for effective planning and management of development and redevelopment within Brewster.

Assists in the management of the Town's water management planning and implementation of projects in connection with: the requirement to reduce nitrogen in the Pleasant Bay watershed, improving and maintaining water quality in ponds, and providing public outreach and education.

Assists the Planning Board in the development and implementation of amendments to the Town Code, Zoning By-laws, Rules and Regulations, Local Comprehensive Plan and other land use documents. Drafts and assists in the implementation of decisions of the Planning Board.

Provides assistance to the Zoning Board of Appeals and Planning Board: reviews applications, assists applicants with the application process, and provides staff reports; conducts site visits to review areas of proposed development.

Oversees Staff Review process which can include analysis of development plans, assessment of impacts on the town and the preparation of maps using the GIS system (People GIS or Arc 10).

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Works with town departments to develop methods to share information and streamline the permit process, including participation in electronic permitting.

Provides technical assistance to citizens, landowners, developers, attorneys, engineers and other interested persons regarding planning or subdivision of land, residential plans, Comprehensive Permit plans, commercial plans, and industrial development in Brewster.

Oversees land use permit applications for Planning Board and Zoning Board of Appeals. Works with developers and property owners on filing deadlines and materials. Facilitates evening meetings of the Planning Board and Zoning Board of Appeals; prepares written decisions for boards for recording at the registry of deeds.

Supports the Vision Planning Committee in monitoring implementation of Vision Plan and works with the Vision Planning Committee and Planning Board to develop and implement Local Comprehensive Plan.

Works on complex long range planning and land use issues (eg. hazard mitigation, water quality improvement implementation, stormwater).

Serves as town representative or technical liaison to relevant boards, committees and commissions on the local, regional and county level, serving as an informational resource and providing input and soliciting information and feedback concerning issues related to land use, water management planning and other relevant topics.

Works with regional, state and federal planning agencies to undertake studies to better understand local and regional trends and develop approaches to addressing local and regional goals and concerns; works with the regional planning agency on the review of Developments of Regional Impact.

Applies for and manages relevant grants to advance land use goals and objectives.

Performs similar or related work as required, or as the situation dictates.

Supervision

Supervision Scope: Performs responsible functions of a complex nature. Exercises considerable independent judgment in providing professional advice to a variety of boards and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to planning, zoning and community development for the town.

Supervision Received: Works under the administrative direction of the Town Administrator.

Supervision Given: The employee is accountable for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Supervises up to two full-time employees, as well as the efforts of private consultants, as needed. The Planner is responsible for identifying outside funding opportunities, developing grant proposals and, when successful, managing the resulting contracts.



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Recommended Minimum Qualifications

Education, Training and Experience

Master's Degree from an accredited college or university in planning, urban design, environmental science/design, or related field and minimum of five years of experience in land-use planning, land use controls, public administration and management; three or more years of experience in a supervisory role; or an equivalent combination of education and experience.

Special Requirements:

American Institute for Certified Planners (AICP) preferred.
Certified Floodplain Manager (CFM) desirable.

Knowledge: Extensive knowledge of professional planning principles that pertain to a broad range of land use and development issues (i.e. climate resiliency, water quality, housing, hazard mitigation, smart growth, complete streets, etc.), and an ability to communicate these concepts to the general public in forums and to various boards and committees. Must have and maintain a thorough knowledge of MGL Chapter 40A and 41, Zoning and Subdivision Control, and housing requirements. Must have basic understanding of Cape Cod Commission Rules and Regulations and other relevant planning and land use control regulations. Must have working knowledge of smart growth, low impact design and other innovative planning techniques. Knowledge of the economic, sociological and environmental aspects of planning, housing and community development; familiarity with available federal and state grant programs.

Ability: Ability to facilitate public meetings, manage complex projects including consulting contracts and corresponding deliverables. Ability to develop grants applications. Ability to supervise employees. Ability to plan, organize and direct the preparation of comprehensive research studies, analyze problems, ability to show imagination, innovation and judgment relating to planning and community development programs and proposals; ability to prepare reports and formulate recommendations concerning planning, community development and housing; ability to speak and write effectively; ability to supervise and coordinate and to establish and maintain effective working relationships with employees, board/committee members, officials and the general public; ability to develop budgets and oversee contract; ability to interpret plans and suggest alternatives or changes to plan to meet goals of long range plan and by-laws and regulations.

Skills: Excellent interpersonal skills with the ability to explain complex concepts to lay people and to resolve issues with diverse group. Skill in the operation of the listed tools and equipment (include knowledge of PowerPoint, spreadsheet programs, word processing software, GIS software).

Job Environment

- Work is performed in professional office conditions, with frequent interruptions to respond to requests for information or service; work is subject to fluctuations, and management and budgetary deadlines. Employee routinely attends evening meetings, and site meetings in the field.
- Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment.
- The employee has frequent contact with the general public, developers, environmental consultants, engineers, landscape architects, other government agencies and town employees.

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- The employee has access to department confidential information.
- Errors could result in delay of service, monetary loss or legal repercussions.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort is generally required to perform administrative duties; up to 15 pounds for lifting books, laptop, folders; moderate physical effort is required to perform field work. The employee is frequently required to communicate and convey information and to operate equipment. Vision requirements include the ability to read routine and complex documents, use a computer and operate a motor vehicle. Site inspections require the general ability to identify and distinguish topography, vegetation, soils and distances.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer