



## Job Description

### Town of Westerly

Job Title:	Assistant Town Planner								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Town Planner			Supervision Exercised:		None			
Last Revision:	02/17								

**General Summary:**

This position is responsible for assisting Development Service Department personnel in performing a variety of short and long-term municipal planning activities, supporting various Boards and Commissions, and other various initiatives undertaken by the Department of Development Services.

**Career Ladder**

This position is part of a career ladder with the Planning Associate. The Assistant Planner position carries more responsibility and duties in performing more complex planning functions for the Town. The Assistant Planner position requires professional certifications and membership, advanced knowledge in all aspects of Planning and time in service requirements as listed in the career ladder checklist.

**Essential Functions:**

1. Provides staff assistance and technical support to the Planning and Zoning Boards by reviewing development plan and subdivision applications and conducting periodic site inspections to ensure compliance with approved subdivision and development plans and maintaining existing data sets.
2. Works on routine and complex planning issues as assigned.
3. Represents the Town and serves as an internal expert on panels, committees, and task forces, and may propose planning policy amendments to the zoning ordinance or comprehensive plan in response to a variety of complex planning and land-use issues.
4. Works with other Town agencies, interest groups, and jurisdictions on highly specialized policy and planning issues as assigned.
5. Meets with and responds to the inquiries of the general public on planning, zoning and related matters associated with the Department of Development Services.
6. Authoritatively interprets agency policy, regulations and standards as applied to problems involving land use proposals, neighborhood issues, parking, or other operational problems as assigned.
7. Responds to complex planning work performed by staff or consultants.
8. Prepares Community Development Block Grant (CDBG) applications and administers awarded grand funding, including monitoring, financial and reporting requirements, and providing technical assistance to sub-grantees.
9. Identifies grant programs for which the Town may be eligible and prepares grant applications

- and administers financial and reporting requirements of awarded grants.
10. Attends public meetings, prepares meeting agendas, mailings and minutes and prepares fiscal, analytical and written reports.
  11. Performs other duties as assigned generally in the area of land use and development, conservation, historic preservation, and economic development.
  12. Perform other related work as required.

**Other Functions:**

1. Attends Town Council, Planning Board, Zoning Board, and various other Board and Commission meetings (such as Architectural Review Board, Conservation Commission, Harbor Management Commission, Municipal Land Trust, etc.) as required.
2. Periodic additional work hours required

**Education & Experience:**

Education:

Bachelor's Degree in urban or community planning, public administration, geography, environmental planning, landscape architecture or related field.

Experience:

Three years of progressively responsible experience in community planning or zoning.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

**Knowledge, Skills & Abilities:**

This position requires the ability to:

- Understand written and verbal instruction.
- Present and interpret reports and studies in oral, written, or graphic form.
- Be proficient in various computer applications including but not limited to Excel and Word.
- Communicate clearly both orally and in writing.
- Explain complex concepts to lay people and to resolve issues with diverse and often opposing groups.

The position requires the following knowledge:

- Extensive knowledge of local government operations.
- Extensive knowledge of principles and procedures of community planning, municipal land use law, urban design, mapping and geographic information systems (GIS).
- Knowledge of municipal finance tools as they pertain to development projects.
- Knowledge of grant writing and administration.
- Technical expertise in the interrelationships between regulatory rules, procedures, practices, and laws.

This position requires the following skills:

- Strong strategic leadership skills combined with a participatory management style.

- Strong project management skills.
- Proficient analytical capabilities.
- High degree of interpersonal skills.

**Licenses & Certifications:**

Possess a valid driver’s license.

Certification by the American Institute of Certified Planners (AICP) is highly desirable.

**Special Requirements:**

This position requires the following:

- Successfully pass a background check.

**Working Conditions & Environment :**

<i>Physical Activities</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Stand		<b>x</b>		
Walk		<b>x</b>		
Sit				<b>x</b>
Use hands to finger, handle, or touch				<b>x</b>
Reach above shoulders		<b>x</b>		
Climb or balance		<b>x</b>		
Stoop, kneel, crouch, or crawl	<b>x</b>			
Talk or hear				<b>x</b>
Taste or smell	<b>x</b>			
Driving (including valid driver’s license)	<b>x</b>			

<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>

Up to 10 pounds		<b>x</b>		
Up to 25 pounds	<b>x</b>			
Up to 50 pounds	<b>x</b>			
Up to 100 pounds	<b>x</b>			
More than 100 pounds	<b>x</b>			
<b>Noise Level in the Environment</b>				
	Very quiet		Quiet	
<b>x</b>	Moderate Noise		Loud Noise	
	Very Loud Noise			
<b>Environmental Conditions</b>		<b>Amount of Time</b>		
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>
Work near moving mechanical parts		<b>x</b>		
Work in high places		<b>x</b>		
Risk of electrical shock		<b>x</b>		
Risk of radiation		<b>x</b>		
Work in extreme weather conditions		<b>x</b>		
Exposure to blood or other body fluids		<b>x</b>		
Exposure to hazardous chemicals		<b>x</b>		
<b>Special Vision Requirements</b>				
<b>x</b>	Close vision	<b>x</b>	Distance vision	
	Color vision	<b>x</b>	Peripheral vision	
<b>x</b>	Depth perception	<b>x</b>	Ability to adjust focus	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.