



Job Description

Town of Westerly

Job Title:	Planning Associate								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Town Planner			Supervision Exercised:		None			
Last Revision:	02-2017								

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, as needed.

Career Ladder

This position is part of a career ladder with the Assistant Town Planner position. 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. This position provides an entry level planning candidate an opportunity to develop skills and experience necessary to advance in the career ladder.

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 basic to intermediate planning issues and defers to, or partners with the Town Planner on more complex planning issues.
3. Provides customer service and outreach to the general public.
4. Provides technical assistance and staff support for the Town Planner.
5. Works on basic to moderately complex planning projects as assigned.
6. Meets with and responds to basic to intermediate inquiries of the general public on planning, zoning and related land use matters and defers to or partners with the Town Planner on more complex inquiries.
7. Attends public meetings, prepares meeting agendas, mailings and minutes and prepares fiscal, analytical and written reports.
8. Performs other duties as assigned generally in the area of land use and development, conservation, historic preservation, and economic development.

9. Performs 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:

One year 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 basic to moderately complex concepts to lay people and to resolve issues with diverse and often opposing groups.

The position requires the following knowledge:

- Working knowledge of local government operations.
- Working knowledge of principles and procedures of community planning, municipal land use law, urban design, mapping and geographic information systems (GIS).
- 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.
- Well-developed analytical capabilities.
- High degree of interpersonal skills.

Licenses & Certifications:

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Successfully pass a background check.

Working Conditions & Environment :

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

<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			

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