

## **JOB TITLE: TOWN PLANNER**

**BRIEF JOB DESCRIPTION:** This is a highly skilled, professional position involving short and long term planning and the operations of land use, site plan review and subdivision regulations and ordinances of the Town of Stratham. The Planner is required to administer the day-to-day operations, coordinate information and research of the planning office, and provide technical assistance to the Planning Board in accordance with applicable NH RSA's. The incumbent is directly responsible to the Town Administrator and will provide coordination with other Town departments, Boards, and committees as required by the Town Administrator.

**SUPERVISION:** Works under the general supervision of the Town Administrator. Performs duties with a great degree of independence, exercising judgment and excellent interpersonal communications skill in working with the public and Town staff. Is responsible for all duties as technical advisor to the Stratham Planning Board, Conservation Commission and other Committees, Commissions, Boards as assigned.

**SUPERVISION EXERCISED:** Supervises clerical staff, interns, and/or appropriate part-time and/or seasonal staff as assigned by the Town Administrator. Must work in close coordination with the Code Enforcement Officer/Building Inspector, Town Assessor, and with other town departments.

**DUTIES AND RESPONSIBILITIES:** The following is illustrative of duties that may be performed. This list is not intended as a complete compilation of duties, but is an example of the types of duties to be performed.

1. Meet with citizens, developers, engineers and/or others to discuss plans for developments including technical sufficiency for conformance with zoning, site plan review, and subdivision regulations.
2. Review and monitor development of plans and projects in progress for technical sufficiency and for conformance with zoning, site plan review, and subdivision regulations.
3. Prepare agenda, set dates, and organize minutes of Planning Board public hearings and meetings.
4. As required, provide technical assistance on zoning issues and requirements in coordination with the Code Enforcement/Building Department.
5. Perform on-site inspections and participate in site walks with other town boards and commissions as necessary and desirable.
6. Provide staff support to the Planning Board. This includes attending meetings, drafting ordinances, reviewing and revising Town plans, coordinating agendas, assuring compliance with notice requirements, and other duties that may be requested by the Planning Board in the furtherance of the Town's goals.

## **JOB TITLE: TOWN PLANNER**

7. Actively participate in development of the Stratham Master Plan. Annually review and prepare the Town's Master Plan and Capital Improvements Plan (CIP) recognizing the impact of current trends and changing priorities and concerns. Under the direction of the Town Administrator, make recommendations to the Planning Board for updates, additions, deletions; and implementation approaches to Master Plan and CIP.
8. Under the direction of the Town Administrator, make recommendations to the Planning Board regarding proposed changes in regulations and ordinances and file new regulations as required.
9. Perform general and/or specific research and secures technical information from operating departments, other agencies, and outside consultants for use in evaluating plans and proposals.
10. Write grant applications as appropriate and as approved by the Town Administrator and Select Board (or Planning Board, as applicable). Administer grants as directed.
11. Provide staff support for and attend Planning Board meetings. Coordinate with various other committees, boards, and commissions that impact areas of planning and zoning, including, but not limited to, Zoning Board of Adjustment, Conservation Commission, and Heritage Commission,
12. Provide input to Town economic development activities, in particular, helping to ensure compatibility of economic development and planning/zoning policies. Ensure a balanced and coordinated approach towards the economic development efforts of the Town.
13. Research, analyze, and prepare amendments to zoning ordinance, planning procedures, official town maps, Master Plan, land-use regulations, and capital improvement program initiated by the Planning Department, Land-Use Boards, and Select Board.
14. Deal professionally, courteously, and effectively with contractors, property owners, engineers, architects, lawyers, and other members of the public when explaining and interpreting planning policies, procedures, regulations, and ordinances – especially under strained or adverse conditions. Respond to inquiries by the public and other town departments, and from other communities on planning and zoning related matters.
15. Keep records of activities, and prepares and presents reports as required.
16. Under the general direction Town Administrator, oversees and maintains the Town of Stratham Geographic Information System (GIS). Coordinates GIS activities among all Town Departments, Boards, Committees, and between the Town and other organizations. Coordinates, manages, and directs GIS database/applications development, definitions, maintenance, and implementation. Provides assistance and coordination of drafting, mapping, graphic illustrations, mapping resources, and report preparation for the Town.
17. Monitor, evaluate, and administer the approvals granted by the Planning Board and assure compliance with the conditions of approval. Assist the Code Enforcement Officer, Select

## **JOB TITLE: TOWN PLANNER**

Board, and other Town agents in the enforcement of said approvals and conditions. Coordinate Town interaction with developers during implementation of approved development plans.

18. Interact with federal, state, and regional agencies, and inform Town boards and commissions of land use planning issues arising from these agencies.

19. Performs related duties as assigned.

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS:** Work is primarily performed in an office environment that may require prolonged sitting, work on a computer terminal, reading, writing, telephone and/or personal conversations, and/or site visits. Occasional physical effort is required in walking, standing, lifting, and stretching while performing inspections and investigations or in the normal course of office work. Work may be performed under varied conditions involving some disagreeable factors such as climatic conditions, dirt and dust, and exposure to normal construction hazards while reviewing projects being proposed or actively under construction. Office work associated with the job may require sitting, standing, lifting, stretching, and the dexterity to operate standard office equipment.

**SPECIFIC TRAINING, KNOWLEDGE, SKILLS, AND/OR ABILITIES:** Knowledge of principles and practices of modern urban planning theory. Considerable knowledge of municipal planning, New Hampshire RSA's and federal/state environmental regulations. Must have excellent organizational skills, problem-solving skills, and the ability to mediate disputes. Ability to work effectively and efficiently with limited direction. Ability to write grant applications and administer grant projects. Ability to communicate effectively both verbally and in writing. Ability to initiate, develop, document, and present proposals for long and short-range planning. Ability to use and manage GIS applications. Ability to establish and maintain effective working relationships with department heads, public officials, civic leaders, and the general public. Ability to maintain a harmonious work environment in a small office setting. Must possess and maintain a valid current Driver's License.

**MINIMUM QUALIFICATIONS REQUIRED:** A Bachelor's degree in planning, civil engineering, urban affairs, public administration or related field from an accredited college and at least three to five years' experience in the planning or related profession; OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities necessary for the job. Highly desirable and preferred qualifications include a Master's Degree in Planning, public administration, or related field; project management experience; and previous municipal GIS experience with ARC/INFO, ARCVIEW, or ARCEXPLORER.

**SALARY RANGE:** Commensurate with qualifications, education, and/or experience.

REV. 10/19/2020