

Town of Charlotte

JOB DESCRIPTION

Town Planner

Job Title: Town Planner

Qualifications:

- Baccalaureate degree plus a minimum of 2 years of experience in municipal planning, development review and/or zoning administration; or six years of experience in a similar position.
- Competence in office software (Word, GIS)
- Excellent written and oral communication skills
- Ability to work well with people
- Ability to work independently
- High level of analytical skills, with the ability to accurately comprehend, interpret, process, and present detailed information and data to various boards, commissions, committees, agencies, consultants, and the general public.
- Ability to conduct site review, land use, and public health investigations and document findings.
- Strong customer service orientation
- Possess valid driver's license with clean record to meet travel requirements.

Job Summary

The Town Planner works independently but in conjunction with the Planning Commission, Zoning Board of Adjustment and Design Review Committee to facilitate town planning, development review and project permitting.

Specific Duties and Responsibilities

Planning:

1. Provide information to the public and board members about the Town Plan, Charlotte Land Use Regulations, other town regulations, state statute and related information.
2. Facilitate, advise and assist the Planning Commission with updates and amendments of the Town Plan and Land Use Regulations.
3. Coordinate public outreach during update/amendment processes.
4. Advise and assist the Planning Commission with regard to general municipal planning.
5. Work on special projects when appropriate, e.g. village planning, conservation action plan, wastewater planning, stormwater planning.
6. Interface with other commissions, committees and organizations on initiatives in related areas, such as land conservation, shoreline access, trail development and energy planning.

7. Assist the Board of Listers and interface with tax mapping contractor and the regional planning commission regarding tax mapping and GIS issues.
8. Represent the Town at monthly Regional Planning Advisory Committee meetings.
9. Facilitate the review and approval of Planning Commission minutes.
10. Develop budget requests for the Planning and Zoning Office and monitor expenses throughout the year.
11. Other duties as may be required.

Development review: staff support to the Planning Commission, Zoning Board of Adjustment and Design Review Committee

1. Manage the Town's permitting process for subdivision, site plan review, conditional use review, variance, appeal of decisions and acts by the Zoning Administrator, and design review; to include assisting applicants, potential applicants and interested parties with reviewing potential projects and applications, and explaining applicable sections of the Land Use Regulations and any other relevant ordinances and regulations.
2. Determine completeness of applications.
3. Schedule hearings/meetings, provide notice to parties, and post and publish agendas and notices in accordance with statutory requirements.
4. Review submitted applications for permits described in Duty #1 and write staff reports for the appropriate municipal panels.
5. Prepare agendas and meeting packets for board meetings.
6. Attend Planning Commission, Zoning Board and Design Review Committee meetings and site visits.
7. Assist and advise the boards with review of applications.
8. Maintain records of hearings including participation by interested parties and submitted exhibits.
9. Draft decisions for deliberations by the appropriate municipal panel and work with panel to review, edit and finalize decisions
10. Record signed decision in the town land records and mail copies as appropriate.
11. When a decision is appealed, send list of interested parties to the Environmental Division of Superior Court.
12. Facilitate the review and approval of board/committee minutes.
13. Draft correspondence as needed.

Working Conditions

The usual and customary methods of performing the job's functions require the following physical demands: standing, walking, sitting for significant period of time, working on a computer, significant driving within the Town to perform enforcement and other site activities, regionally to attend meetings, and statewide to attend meetings and trainings. The majority of this position is performed indoors as an office position and is a generally

a hazard free environment. However, incumbent may be required to work outside in inclement weather, on uneven terrain, in dusty and dirty conditions and may occasionally interact with hostile and confrontational individuals or animals.

The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

Supervised by: Town Administrator

Supervises: N/A

Hours: This is a permanent position approved for 30 hours per week. The position is non-exempt under the Fair Labor Standards Act.

Salary: In accordance with the Town of Charlotte Salary Administration Policy, and commensurate with qualifications and experience.

Approved by Selectboard on _____