

Regional Municipal Planning Specialist Job Description

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

This is a professional position with a high degree of independence and responsibility for::

- Assuring compliance with the Windsor, Weathersfield and Rockingham Zoning Bylaws and Subdivision Regulations, as provided in 24 V.S.A. Chapter 117 and related provisions.
- Assuring compliance with the Windsor, Weathersfield and Rockingham Town Plans
- Assisting the administration with the identification and execution of economic development opportunities.
- Serves as the Windsor Main Street Manager and is responsible for the development, conduct, execution and documentation of the Vermont Downtown Program. (Main Street America Program).

The position involves considerable interaction with the public, as well as research, analysis, and review of municipal and regional planning, zoning, and subdivision, documents as well as assistance with zoning applications; preparation of findings and decisions; database data entry; inspection of properties; enforcement of the regulations; and providing information to individuals, local officials, and others.

In an effort to provide a high level of service to applicants, volunteer members of the Development Review Board, Planning Commission, and Town administration, the Regional Municipal Planning Specialist (RMPS) is expected to be knowledgeable about all aspects of the local planning and development review process, including familiarity with the regulatory and review procedures of state agencies that may also have jurisdiction.

The RMPS must be comfortable working with and on behalf of the public and be able to work effectively with a wide variety of people on sensitive or controversial issues. The RMPS must be able to communicate clearly verbally and in writing. The RMPS is responsible for addressing planning issues such as bylaw amendments, and working with administration, boards and commissions as well as the public on this process.

PAY CLASSIFICATION: This is an appointed exempt position

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with municipal and regional planning commissions to insure that municipal town plans are relevant and in compliance with state regulatory requirements
- Work with regional planning commissions to facilitate synergies between between municipal and regional town plans

- Ensure consistent application of all rules and regulations pertaining to the Zoning Bylaws, Subdivision Regulations and the municipal Town Plans, including knowledge of pertinent State Statutes such as Title 24 and practices that influence zoning.
- Meet with applicants and prospective applicants, either independently or as part of a staff team, to discuss the details of their proposals, and provide guidance as warranted with respect to a project's conformance with municipal development standards.
- Act as liaison between potential developers, Town administrations, state and local agencies in facilitating economic growth consistent with the Town Plans and designated Downtowns.
- Collaborate with other departments as warranted in the review of development proposals.
- Maintain records of development in the flood plain. Serve as a liaison with the FEMA staff and process for any changes in the maps and regulations required for compliance.
- Participate in training opportunities.
- Work with local officials on initiatives that result in amendments to the zoning bylaws or subdivision regulations, floodplain regulations, Town Plan, and other planning documents.
- Assist in monitoring departmental expenses with the approved budget.
- Manage all administrative aspects of the Windsor Main Street program, including purchasing, record keeping, budget development and some bookkeeping; preparing all reports required by the state Main Street program and by the National Trust Main Street Center, assisting with the preparation of reports to funding agencies; and supervising consultants and volunteer efforts when appropriate.
- Ensure Open Meeting requirements for the Planning Boards are met.

Duties may include any other related responsibilities that may be assigned by the Town Manager in connection with the execution of the foregoing duties.

KNOWLEDGE, SKILLS AND ABILITIES

Excellent oral and written communication skills. A vast proportion of the Regional Planning Specialist duties rely upon the clear exchange of information and communicating decisions and outcomes in clear language. These decisions have legal implications that affect the lives and well-being of both the applicants and the public at large.

- Ability to establish and maintain effective working relationships with the general public, Town officials and others.
- Ability to prepare complete accurate written reports.
- Knowledge of required reports, licenses, fees and permits, permanent record printing, elective process and records management.
- Ability to organize, prioritize, to maintain multiple tasks and deadlines and to have excellent time management skills.
- Ability to initiate and perform extremely detailed work with little supervision.
- Proficiency with computers, including word processing, data base management, the Internet, and other technologies, as well as an aptitude to learn new applications in order to accomplish various tasks.
- Experience with or interest in learning Web site maintenance to assist in posting agendas, documents, notices, and other information to www.Windsorvt.org

- Ability to read plans and drawings and to use software such as ArcSoft and ArcView among others
- Ability and willingness to attend evening meetings.
- A valid driver's license and reliable vehicle.
- A good sense of humor.

Tools and Equipment Used

Personal computer including word processing software, copy machine, calculator; and other general business office machinery.

SUPERVISION RECEIVED

The RMPS reports to the municipal manager in the day to day function of the office. When performing permitting functions works under the general supervision of the Design Review Board, using technical judgment and in accordance with the laws of the State of Vermont. The municipal managers ensure collaboration and coordination between the municipalities so that work schedules and work loads are reasonable and balanced.

MINIMUM QUALIFICATIONS

EDUCATION and EXPERIENCE

A Master's degree or higher in land use planning, urban planning, zoning, smart city solutions, or related fields; OR a Bachelor's degree in land use planning, urban planning, zoning, smart city solutions, or related fields plus 5 years of demonstrated post-degree experience in the noted fields.

OTHER QUALIFICATIONS

The successful candidates must be knowledgeable of the municipal Zoning Bylaws, municipal Subdivision Regulations, municipal Town Plans, and 24 V.S.A. Chapter 117, or be able to familiarize themselves with such bylaws, regulations, and plans at a professional level

PHYSICAL DEMANDS

The physical demands described here 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. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The RMPS is frequently required to walk; use hands to handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, crouch, and kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

Much of the work described here may be completed from a remote location. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate such as found in a normal business office with computers.

The Regional Municipal Planning Specialist's place of employment will be at 29 Union Street, Windsor, Vermont. The Regional Municipal Planning Specialist would be required to occasionally travel within the region (within a radius of 20-30 miles) to perform the position's duties.

The position is located at the Town of Windsor offices in Windsor, Vermont. No telecommuting.

This is a full-time position with a competitive salary plus benefits as available to our full-time employees.

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

The Town of Windsor maintains a drug-, alcohol- and tobacco-free environment.

Email PDF resumes, including citizenship or work authorization status, to **employment@windsorvt.org**.
Please, NO CALLS, NO SNAIL MAIL. NO AGENTS.