TOWN OF NORTON

MUNICIPAL CENTER,
70 EAST MAIN STREET, NORTON, MA 02766

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Michael D. Yunits
Town Manager

PLANNING/ECONOMIC DEVELOPMENT DIRECTOR

The Town of Norton, Massachusetts, seeks a results-oriented professional to perform a variety of administrative, technical and professional work overseeing land use planning, community and economic development efforts. Working under the general guidance of the Town Manager, the Town Planning/Economic Development Director will provide staff assistance to the Planning Board. The planning component provides direct staff support to the Planning Board and occasional direction and guidance to other boards. Serves as a liaison between the Planning Board, developers, and the public and promotes the best interests of the town of Norton in matters of planning, community and economic development. Position administers the provisions of M.G.L. Chapter 41, § 81A-81GG (the Subdivision Control Act), M.G.L. Chapter 40A (the Zoning Act), the town zoning bylaws, rules and regulations governing the subdivision of land, and other state and local regulations and policies pertaining to planning board and functions. Participates when and where appropriate, in the development, implementation, and/or maintenance of local wetland bylaws, open space plans, and land use plans, recreation plans and/or master plans.

Graduation from an accredited four-year college or university with a Bachelor's degree in regional, urban or community planning, architecture, engineering, public administration or a closely related field; and five years experience in municipal planning. Master's degree desirable. American Institute of Certified Planners (AICP) classification preferred. The salary range is $60,259 – $75,259 annually plus competitive benefit package.

Qualified candidates should send cover letter, resume, and employment application to: Town Manager's Office – REF: Town Planner, 70 East Main Street, Norton, MA 02766, or via email to myunits@nortonmaus.com.

Applications will be accepted until position is filled. Complete job description and employment application available at: www.nortonma.org.

pc: Board of Selectmen
Planning Board
Town Clerk (10/03/16)
Town Web Site (www.nortonma.org)
The Beacon
Massachusetts Chapter of the American Planning Association

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70 EAST MAIN STREET
NORTON, MA 02766

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NORTON TOWN CLERK
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Title: Planning and Economic Development Director
Department: Planning
Appointing Authority: Town Manager
Hours: 40
FLSA Status: Exempt
Affiliation: USW – Unit A, Local 9158

GENERAL PURPOSE

Under general administrative direction, plans, directs, manages, and oversees the functions, programs, and operations of the Planning Department including economic development, planning, zoning, federal grants and zoning code enforcement; coordinates assigned activities with other departments and outside agencies. Works with businesses and residents in the Town and provides highly responsible and complex administrative support to the Town Manager.

SUPERVISION RECEIVED

Under general administrative direction of the Town Manager and Planning Board, plans, directs, manages, and oversees the functions, programs, and operations of the Planning Department including economic development, community relations and special event activities; coordinates assigned activities with other departments, outside agencies and businesses.

SUPERVISION EXERCISED

Responsible for and directly supervises all employees, interns and volunteers in the Planning and Economic Development and Zoning departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Receives applications for Subdivision of Land, Site Plan Approval, Special Permits, and Approval Not Required (ANR) submittals on behalf of the Planning Board. Reviews such submittals and provides comments to the Planning Board as to the submittal's compliance with Norton's Zoning Bylaws and its Subdivision Rules and Regulations as well as with Chapter 40A of Massachusetts General Law.
- Attends all meetings of the Planning Board.
- Assumes full management responsibility for all department functions, programs and operations, including economic development.
- Manages the day-to-day operations of the department; initiates studies regarding zoning issues, development of ordinances, business regulations, review of permits, architectural designs, etc., and issues interpretations of town zoning, planning, building and related ordinances and regulations.
- Plans, develops, coordinates and directs the implementation of the Town Master Plan with elected and appointed officials. Develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long range needs to reach goals in the town master plan; ensures implementation and enforcement of planning and zoning ordinances; identifies alternatives for converting policy ideas into action plans affecting town developments, expansion, transportation and related programs.
- Creates community development plan.
- Coordinates with Highway Department and Conservation for new storm water bylaw required under the Town's NPDES permit and MS4 requirements.
- Oversees land use planning policies and procedures, including the review of development projects.
- Coordinates with Building Inspector, Conservation Agent, and Board of Health Agent for permit review.
- Coordinates and facilitates public and private efforts to retain and expand existing businesses; assists in enticing and recruiting development and business projects to the Town; coordinates Town resources in completing joint projects with the regional partners and other economic development associations or agencies; assists in the development and implementation of economic revitalization strategies for the Town and neighborhood business districts.; provides information and technical assistance to the business and development communities, staff, public, community, Planning Board, and Zoning Board.
- Communicates with the Town Manager on the status of businesses in the Town.
- Oversees environmental and open space programs and policies.
- Assesses housing needs; writes and oversees affordable housing programs and policies, including inclusionary zoning, housing rehabilitation program, and assistance to the housing partnership;

- Represents the Planning Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments, and outside agencies and organizations; develops professional liaisons, maintaining effective community relations and communication between the Town and various economic development organizations and agencies.
- Participates on a variety of boards, commissions, committees, and teams; reviews and prepares public presentations at Board of Selectmen's, Planning Board and other public meetings; participates in Board of Selectmen directed projects/teams including Subcommittees, Economic Development, and projects of major importance to the Town; acts as legislative lobbyist on behalf of the Town with regard to land use, economic development and community relations and as an expert witness if called upon by active or interim legislative committees.
- Provides assistance to the Town Manager, Board of Selectmen, Plannng Board and ZBA; works with the staff to provide technical insight, and recommendations related to planning, zoning, signs, subdivision ordinances and the town master plan; responds to inquiries; provides status on pending projects; prepares and presents staff reports including those for Planning Board meetings and other necessary correspondence.
- Reviews and recommends amendments to the periodic review of zoning bylaws, subdivision rules, Town bylaws and department policy manual based on state statue or practice.
- Develops and administers programs relating to mapping of the town; advises, assists and cooperates with state, regional and federal agencies in developing appropriate programs and policies as related to such mapping.
- Supervises department's personnel; assigns, monitors and schedules work assignments.
- Prepares and manages annual budget and monitors expenditures.
- Meets with the public, developers and contractors; discussing planning, zoning and development issues; interprets information in Town bylaws and ordinances pertaining to the department.
- Coordinates and cooperates with the Town Manager's Office, Attorney's Office and Police Department in the enforcement of zoning ordinances and assists in the prosecution of violators.
- Conducts public meetings and hearings as needed to solicit public response, provide explanation of policy and project options; educates the public through media, reports, public meetings and presentations.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues; reviews and analyzes reports, and related economic development matters.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to economic development programs; interprets changes in laws, rules and regulations.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as assigned by the Town Manager.

PERIPHERAL DUTIES

Provide support to the Town Manager and senior management staff in the compilation, analysis and presentation of data to Town Boards and Committees including, but not limited to, the Board of Selectmen and its subcommittees. Attend day and night meetings as required.

QUALIFICATIONS

I. **Necessary Knowledge and Skills**:

- Thorough knowledge of the principles and practices of local planning and development; planning, zoning, wetlands regulations, design and subdivision law, theory and applications; local government structure and operation, including budgetary procedures.
- Considerable knowledge of research methodology and statistics, modern management practices; financial management, banking and real estate practices.
- Skill in public relations; making presentations, writing reports and other communication practices.
- Skill in general office management and practices, interpersonal communication, employee supervision, motivation, and the ability to direct the work of others.
- Demonstrated proficiency in the use of computers and office software applications including spreadsheet applications.
- Town personnel programs, policies and procedures.

II. **Ability to:**

- Respond effectively and timely to requests and inquiries from Town staff and the general public.
- Establish and maintain effective working relationships with subordinates, citizens, business owners, developers, financiers and other government agencies.
- Design, research, collect, analyze and interpret data.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply federal, state and local policies, procedures, laws and regulations.
- Maintain effective audio-visual discrimination and perception needed for:
  - making observations
  - reading and writing
  - operating assigned equipment
  - communicating with others.
- Effectively handle a work environment and conditions, which involve:
  - working closely with others
  - working independently.
- Maintain mental capacity which allows the capability of:
  - making sound decisions and using good judgment
  - analyzing and evaluating personnel data
  - demonstrating intellectual capabilities
  - answering questions.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
  - sitting for extended periods of time
  - operating assigned equipment.

III. **Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience and Training

- Graduation from college with a Bachelor's Degree in urban planning, public administration, economic development, public policy or closely related field and eight (8) years of experience performing above or related duties, to include three (3) years in progressively responsible experience planning, implementing and overseeing the economic development activities, or an equivalent combination of education and/or experience.
- Master's degree is highly desirable.
- Knowledge of municipal development processes and experience interacting with local government entities and officials strongly preferred.

Special Conditions:

- Valid Class D Motor vehicle license.
- American Institute of Certified Planners (AICP) certification or Certified Economic Developer (CEcD) is preferred.
- Working knowledge of Geographic Information Systems (ARC/Info) is highly desirable.

PHYSICAL REQUIREMENTS

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is regularly required to sit, stand or walk; talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally may be exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet to moderate in the office; and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

The Town of Norton is an Equal Opportunity Employer.

APPROVED:

Michael D. Yunits
APPOINTING AUTHORITY — TOWN MANAGER

07/30/15