

**TOWN OF MONTAGUE  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Town Planner and Conservation Agent	<b>DATE:</b>	February 2013
<b>DEPARTMENT:</b>	Planning and Conservation	<b>GRADE:</b>	
<b>REPORTS TO:</b>	Town Administrator	<b>FLSA:</b>	Exempt

**Statement of Duties**

Position provides professional management and administrative functions for the Planning and Conservation Department. Responsibilities include administering and enforcing regulations, interpreting and explaining relevant statutes, regulations, by-laws and case law, providing staff support to the Planning Board and Conservation Commission, drafting and editing land use, conservation, and open space plans and by-laws, facilitating economic development, supervising personnel, developing and implementing operational budget, policies and procedures for the department; and performing a variety of administrative and public relations functions.

**Supervisory Responsibilities**

Supervises 1 employee in the position titled Administrative Assistant, Planning and Conservation. As a supervisor, employee establishes work procedures and performance standards, provides performance feedback, hires and orients new employees, schedules work hours and time off, conducts formal performance reviews and coordinates discipline.

**Supervision/Guidance Received**

Employee provides support to the Planning Board and Conservation Commission. Employee establishes long and short-range plans and objectives, own performance standards and assumes direct accountability for department results. Employee consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. Employee develops and implements departmental policies, goals, objectives, and budgets in consultation with the Select Board, Planning Board, and Conservation Commission. Employee is expected to resolve all conflicts that arise and coordinate with others as necessary. Employee has access to confidential personnel files and lawsuits of the department.

**Job Environment**

Position manages department operations, providing support and reporting to the three multiple member boards, and is required to effectively balance competing priorities. Responsibilities require the use of extensive judgment and ingenuity to perform work within the guidelines of pertinent organizational policies, general principals, legislation, and/or directives. Employee is expected to develop new, or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. Employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies. Work consists of

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employing many different concepts, theories, principles, techniques, and practices relating to planning and conservation management. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Errors can result in a delay or loss of service, injury to others, and damage to town infrastructure or natural resources, legal repercussions and monetary loss.

The position has frequent contact with the public at meetings, in person, on the telephone, via fax machine, e-mail and in writing for the purpose of interpreting and explaining town and state land use regulations, rendering services, providing information and assistance, and resolving problems. Position has daily contact with town boards and departments, Town Administrator, various agencies and organizations, the media and consulting firms. The purpose for contact includes coordinating activities, giving or receiving information and assistance, interpreting and explaining regulations or department operations, resolving problems or responding to inquiries.

Provides professional liaison support to the Planning Board, Conservation Committee, Energy Committee, Economic Development and Industrial Corporation and the Agriculture Commission by working with these groups to establish short-term and long-term goals/plans; implementing new practices and policies; and recommending appointments to these groups. Also provides professional liaison support regarding planning and conservation to the Board of Selectmen.

### **Position Functions**

*The essential functions or duties listed below are intended only as illustration 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, or extension of, the position.*

### **Essential Functions**

1. Administers Massachusetts Wetlands Protection Act and regulations for the Town; responds to inquiries from the public, professional consultants and local agencies; reviews applications, requests additional information, interprets relevant statutes, regulations, bylaws and case law; corresponds with state regulators at the Massachusetts Department of Environmental Protection and other environmental agencies (e.g., DEM and Army Corps); organizes and conducts site visits, prepares technical information for board members, attends meetings, drafts permit decisions and maintains records; enforces wetlands law, issues cease and desist orders and works with DEP to assess fines and force remediation.
  
2. Works with the Planning Board and the Building Inspector to administer the Town's zoning bylaws and subdivision control regulations; responds to inquiries from the public, professional consultants and local agencies, reviews applications for special permits and

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subdivisions; requests additional information; interprets relevant statutes, regulations, bylaws and case law; organizes and conducts site visits; prepares technical information for board members, attends meetings, drafts permit decisions and maintains records.

3. Works with Planning Board to update/maintain zoning bylaws, subdivision control ordinance and master plan; conducts research, drafts and revises documents and performs extensive public presentation work.
4. Works with Conservation Commission, Parks & Recreation Commission, and the public to develop Open Space Plan.
5. Supervises part-time clerical staff.
6. Works with Conservation Commission to develop local wetlands bylaw.
7. Assists Town Administrator and members of the public with community and economic development projects, such as the Bike Path, Peskeomskut Park, and Industrial Park development.
8. Works on special projects as assigned by Board of Selectmen, such as staffing swimming area committee or representing town on the County Economic Development Strategy Committee.
9. Interprets other environmental or land use laws that may apply to Town projects.
10. Prepares and administers department operating budget.
11. Participates in administrative staff meetings.
12. Also advises town on Capital Improvements and other major financial projects and expenditures.

### **Recommended Minimal Qualifications**

#### **Education and Experience**

A candidate for this position should have a Master's Degree in Planning, Public Administration, Natural Resource Management, or related field and a minimum of 2 years of relevant experience or a Bachelor's Degree in related field and 5 years relevant experience or an equivalent combination of education and experience.

#### **Additional Requirements**

Requires a valid Massachusetts drivers license.

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### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of the following:

- Principles, practices and procedures of planning and conservation management
- Applicable state and local laws as they pertain to land use and conservation
- Thoroughly know and understand planning procedure

Skill in:

- Effective written and verbal communication, public speaking, facilitation and customer service, public transparency
- Consensus building and dispute resolution
- Supervision
- Office procedures, equipment and modern software applications

And the ability to:

- To perform single and multiple tasks simultaneously
- Inspect construction sites
- Read and interpret legal, technical, and statistical information; and prepare and present reports
- Read and interpret construction plans, help visualize concepts through maps, concept sketches, and photography to the public
- Ensure that all voices are heard and to represent the unrepresented perspective
- Balance economic development and conservation needs

### **Tools and Equipment Used**

The employee operates standard office equipment (e.g., personal computer, telephone, copier, facsimile), measuring devices, and a Class D motor vehicle (passenger car). The employee is also required to operate a Class C motorized vehicle at times.

### **Physical Requirements**

*The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.*

Employee is regularly required to sit, talk, listen and/or use hands, walk, climb or balance, reach with arms and hands and lift up to 10lbs.

Vision requirements include the ability to read routine documents for analysis and general understanding, read maps and plans, perform measurements, and use a computer.

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### **Work Environment**

*The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.*

The nature of work is relatively stable. Permitting workload fluctuates predictably throughout the year. Increases in workload can usually be planned for in advance. Some increases in workload are unpredictable due to weather emergencies

Employee works in an office environment and conducts field visits frequently. Employee is regularly exposed to outdoor weather conditions during field work and occasionally exposed to potentially dangerous people or situations.

Employee is required to attend an average of six to eight evening meetings per month including Planning Board, Conservation Commission, and Board of Selectmen meetings.

*This 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.*

Approved:

\_\_\_\_\_  
Frank E. Abbondanzio  
Town Administrator

Date \_\_\_\_\_

\_\_\_\_\_  
Board Chair, if necessary

Date \_\_\_\_\_