

Town Planner & Lead Staff to the Planning Commission

Town Administration

Grade 12 – 35-40 hours per week

Effective: 2019

Purpose:

The Town Planner serves the Town Administration department within the Town of Richmond and is supervised and directed by the Town Manager with input from the Planning Commission Chair.

Essential Functions:

- Provide staff support to the Planning Commission and the Development Review Board, when needed, including preparing staff reports, research and drafting proposals, and completing public hearing notifications.
- Attend Planning Commission evening meetings and any special meetings, take meeting minutes, and send out agendas and notices.
- Assist Town committees, property owners, and others in reviewing, preparing, and submitting land development permit applications.
- Apply for funding and administer community development grants including CDBG and general planning grants.
- Assist with the Town Plan update and bylaws amendments.
- Assist with Town community development activities in consultation with the Planning Commission and Selectboard.
- Work with the Chittenden County Regional Planning Commission (CCRPC), attend CCRPC committee meetings, and update the Richmond Planning Commission with information related to regional and state planning.
- Assist Planning Commission or Development Review Board in completion of projects and assignments.
- Adhere to all Town policies and regulations in regard to safety and personnel matters.
- Provide administrative support, including answering telephone calls and forwarding communications as needed.
- Implement the goals as outlined within the Town Plan.
- Assist other town committees as assigned.

Non-Essential Functions:

- Apply for grants.
- File and maintain office records efficiently and accurately.
- Network with regional planning groups and other professional planners.
- Prepare computer generated maps utilizing current software.
- Perform other duties as assigned by the Town Manager.
- Floodplain Manager Certification.

Job Standards /Accountability:

The primary job function is to work independently and in conjunction with the Town Manager, Administrative Officer and Planning Commission Chair in performing specific administrative duties of the Town as it relates primarily to community development projects and day-to-day planning activities. Non-essential job functions are performed after the primary functions. The Town Manager will review the quantity, quality and efficiency of work performed on a regular basis. Any deficiencies will be reported to the employee and if not resolved within a reasonable time period, reported to the Selectboard. All essential job functions shall be completed in a timely manner and any difficulties in maintaining those duties must be reported to the Town Manager as soon as practical.

Working Conditions:

Physical requirements require the ability to type using standard computer equipment, ability to deliver notices to public places within the Town of Richmond, ability to answer phones and take minutes during public meetings and hearings. These duties are primarily performed within the office setting and may include work outside of the office such as posting of notices, attending workshops, and on-site field inspections in all types of weather.

Qualifications:

Bachelors degree in geography, planning, environmental studies or similar degree or an equivalent combination of work experience and education. Proficiency in Word for Windows and effective in use of ArcView GIS software required. Ability to maintain office records efficiently and accurately; good knowledge of English, spelling, grammar, and punctuation and sense of humor required. Excellent communications skills. Experience in local government planning expected. Proven ability to effectively accomplish goals within designated time period a must.

EMPLOYEE: _____ DATE: _____