

TOWN OF LONDONDERRY

POSITION OPENING

DEPARTMENT: Planning & Economic Development

JOB TITLE: Town Planner

SALARY: \$77,705.28 - \$101,656.03 (FY24)

WORK SCHEDULE: Assigned to forty hours per week. Additional hours may be required to meet the needs of the department. Requires attendance at meetings and hearings with state and local boards, commissions, organizations, authorities, and related groups and organizations.

JOB SUMMARY: Performs and coordinates planning and zoning work within the Planning and Economic Development Department (the "Department") in the development of a comprehensive plan and implementation of the Town's ordinances for orderly growth of the Town. Provides administrative staff support to the Assistant Town Manager/ Director of Economic Development ("ATM/DED"), Planning Board, and Zoning Board of Adjustment ("ZBA"). This is a senior-level staff position requiring the ability to supervise, organize and coordinate the planning and zoning activities of the Town consistent with direction from the Town Manager and ATM/DED. The Town Planner provides staff support to the Planning Board and ZBA. Assists in the preparation of the Capital Improvement Program (CIP), and grant proposals. Provides technical assistance to the Town Manager, Town Council, ATM/DED, Planning Board, Zoning Board, and other Town Staff and Departments, Boards, Committees, and Organizations regarding planning, zoning, and other land use matters. Position exercises considerable independent judgment in developing, interpreting and implementing land use management policies, plans and ordinances.

SUPERVISION: All work is performed under the general supervision and guidance of the ATM/DED and in accordance with legal requirements and modern standards of urban planning administration. General supervision is exercised over professional and support staff including the Department Secretary position, including issuing and scheduling work assignments, subject to the management, supervision, and direction of the ATM/DED.

ACCOUNTABILITY: Reports directly to and is accountable to the ATM/DED; and works cooperatively with the GIS Manager/Comprehensive Planner. Receives general guidance from chairpersons of the Town's land use Boards, Committees or Commissions, including the Planning Board, ZBA, and other bodies as hereinafter may be established.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Responsible for supervision of Department Secretary position, including issuing and scheduling work assignments, subject to the management, supervision, and direction of the ATM/DED.

Performs and coordinates review of subdivision and site plan submissions to the Planning Board as directed by the ATM/DED.

Responsible for providing guidance to land use boards, developers, and the public regarding the Zoning Ordinance and for making zoning determinations as assigned.

Performs and oversees the preparation of agendas, fees, and legal notices; and ensures that public notices are posted and distributed as necessary in a timely fashion.

Performs and oversees the preparation of meeting materials, both printed and electronic, for Board and Committee members, staff, and the public related to the Planning Board, ZBA, and other boards, commissions and committees as assigned.

Monitors and acts on time sensitive material, such as applications, public notices, invoices, plan review, escrow accounts, and other related material, and alert appropriate staff and/or boards.

Oversees the maintenance of escrow records and tracks deposits/withdrawals and all necessary backup in coordination with the Finance Department.

Coordinates with the Director / Assistant Director of Public Works and Engineering regarding engineering and third-party consultant reviews, applicant meetings, legal reviews, conditional approvals and plan signatures, and post-approval requirements.

Oversees the coordination of project tracking and keeps the Town Manager, ATM/DED, Director / Assistant Director of Public Works and Engineering, and GIS Manager/Comprehensive Planner up-to-date on project status for all applications. Coordinates the same to keep applicants informed of project status, and notification of information, materials and fees required.

Participates with the Town Manager, ATM/DED, and Director / Assistant Director of Public Works and Engineering in meetings with the general public, engineers and developers to advise and guide development proposals.

Assists with the development and preparation of amendments to the zoning ordinance, subdivision and site plan regulations, and zoning map.

Assists with or leads the development of land use planning documents, including the Master Plan and other Task Force reports or studies by providing content, maps, graphics, and calculations to the department and other departments, boards and commissions in Town.

Provides periodic status reports of active development issues to the Town Manager, ATM / DED, Town Council, Planning Board, Town departments, and other boards and committees.

Assists in the development and implementation of plans, codes or inter-governmental agreements such as: growth management, impact fees, land use, economic development, utilities, housing, and transportation.

Assists in coordinating long range community land use planning, including development and implementation of the Master Plan.

Assists in the evaluation of environmental information and coordinates recommendations for mitigation measures to reduce adverse development impacts.

Assists in preparation of applications for infrastructure, community development, transportation, environmental, and recreation grants.

Assists the GIS Manager to improve and maintain the public's access to planning board site/subdivision plans and documents through a GIS based mapping interface and assist with the development of GIS data and map products, as needed.

Responds to local citizens inquiring about Town planning and zoning regulations, and provide technical assistance and information to developers and property owners.

Establishes and maintains effective relations with Town departments, employees, private agencies, and the general public.

Performs other related duties as assigned or required by the Town Manager or ATM/DED.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Graduate from an accredited college or university with a Bachelor's degree (Master Degree preferred) in city/urban planning, or any other related field with at least three (3) years of progressively responsible experience in planning; or any combination of education and experience that demonstrates possession of required knowledge, skill and ability.

CERTIFICATION/LICENSE REQUIREMENTS: A valid driver's license from state of residence or other guaranteed means of transportation is required. AICP certification preferred.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER REQUIREMENTS: Must have comprehensive knowledge of legal basis, principles and practice of city/urban planning, site plan review, zoning, growth management and environmental planning. Comprehensive knowledge of federal, state, local laws, regulations and ordinances pertaining to city/urban and regional planning, zoning, and building codes. Considerable knowledge of economic and sociological aspects of city/urban planning. Trained in reading engineering plans with a working knowledge of NH land use and zoning statutes.

Experience in Microsoft Office required, and demonstrated computer skills in word processing, spreadsheet calculations, database computation and geographic information systems.

Requires the ability to establish and maintain effective working relationships with staff, department heads, consultants, board/committee members, developers, other planners, and professionals from other agencies outside Londonderry.

Requires excellent oral, written and organizational skills to effectively interact, present information and respond to questions from the general public, board members, developers, and other planners. Requires the ability to relate to the public in a professional, courteous and tactful manner.

SELECTION PROCESS/APPOINTMENT: Personal interview, professional background investigation, criminal history check, post-offer alcohol and controlled substance test, and driving record check. Town Manager makes appointment.

APPLICATION PROCESS: Please submit cover letter resume and completed employment application (found on the Town website - [Employment Application](#)) via email to: hrdept@londonderrynh.org or mail to: Town of Londonderry Human Resources, 268B Mammoth Road, Londonderry, NH 03053. No phone calls or in-person applicants please.

APPLICATION DEADLINE: Open

EOE

Physical Activity Requirements * To be performed with or without a reasonable accommodation*

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Frequently Required
LIFT 11 to 25 lbs:	Occasionally Required
LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Not Required
CARRY up to 10 lbs:	Frequently Required
CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Not Required
REACH above shoulder height:	Frequently Required
REACH at shoulder height:	Frequently Required
REACH below shoulder height:	Frequently Required
PUSH/PULL:	Occasionally Required

HAND MANIPULATION

Grasping:	Frequently Required
Handling:	Frequently Required
Torqueing:	Rarely Required
Fingering:	Frequently Required

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Frequently Required
Bending:	Frequently Required
Crawling:	Not Required
Squatting:	Not Required
Kneeling:	Occasionally Required
Crouching:	Occasionally Required
Climbing:	Not Required
Balancing:	Not Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	√
Sloped Surfaces	√
Snow or icy surfaces	√
Grass/Pavement	√
Vehicle Interiors	√

COGNITIVE AND SENSORY REQUIREMENTS

Speaking:	Required to communicate orally with others
Hearing:	Required for receiving instructions, information
Sight:	Required to perform essential job duties
Tasting:	Not required
Smelling:	Not required

**DURING AN 8 HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Equipment: Telephone, stapler, calculator, pen and pencil, personal computer and mouse oriented software, photocopier, fax machine, automobile, measuring devices, camera, microfilm/fiche readers, and other related equipment and machines.

Environment: Inside 90% Outside 10% (Percentage spent daily)