

Town of Bridgewater

Town Planner

Job Description

Reports to: Town Manager
Bargaining Unit: Steelworkers
Work Week: M-F 8:00 AM – 4:30 PM
Salary: \$60,552 – \$81,432

The Town Planner provides professional assistance to the Town Manager and Planning Board in support of the strategic goals of the Town Council through local and regional planning efforts.

The Town Planner manages the community and economic development efforts of the town through a wide range of coordination and cooperation with departments, citizens, outside agencies, and other stakeholders, including the Master Plan Implementation Committee. The Planner is responsible for supporting the activities of the Planning Board, the Community and Economic Development and Strategic Planning Committees of the Town Council, and supervises one or more employees.

Typical duties include:

- Works to develop and maintain an overall strategic approach to community and economic development ;
- Works to coordinate traffic and transportation planning, including staff interface and coordination with regional and state transportation agencies;
- Participates in regular meetings of the Town Council's Community & Economic Development and Strategic Planning Committees, Old Colony Planning Council (OCPC), Traffic Study Committee, Master Plan Implementation Committee, and Planning Board;
- Coordinates maintenance and updates to GIS with IT Department;
- Coordinates update and publishing of the town's Annual Report ;
- Researches analyzes and maintains statistical data on economic and population trends for use by appointed and elected representatives;
- Works with various stakeholders to recommend policies and ordinances to the Town Council;
- Supervises and directs the operations of the Department including administration, staff supervision and budget preparation;
- Oversees land use planning policies and procedures, including the review of development projects;
- Coordinates economic development programs, projects and policies, including working with the Metro South Chamber of Commerce;
- Oversees environmental, open space, and conservation programs and policies;
- Oversees affordable housing programs and policies, including assistance to the housing partnership;

- Participates in local, state and regional meetings/conferences on an ad-hoc basis to insure that the town, Planning Board and Conservation Commission are aware of, and make use of, all available assistance, and keep abreast of new methods and techniques for improvement to operations; and
- Reviews and recommends amendments to the annual review of ordinances, subdivision rules, and the administrative code.

REQUIRED QUALIFICATIONS:

Masters Degree plus seven (3) years experience, or Bachelors Degree plus 7 years experience, in the field of community planning, public administration, or other directly related field. Experience in planning or public administration may be substituted for the above at the discretion of the Appointed Authority; American Institute of Certified Planners (AICP) classification preferred.

PHYSICAL REQUIREMENTS

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.