

TOWN OF MILTON

Job Description

Title: Development Review Planner

Date: November 7, 2017

Department: Department of Planning and
Economic Development

Reports to: Planning Director

OVERVIEW OF POSITION

This is a full-time professional development review planning position that involves the administration of local land use regulations by providing primary staff support to the Development Review Board (DRB) and development review stakeholders. The Development Review Planner collaborates with other Planning Staff to ensure that work is performed in accordance with accepted professional standards and practices, state law, Town ordinances, and Town policies. Our office is a friendly and professional environment, and we welcome applications from candidates with a wide variety of experience and education.

PRIMARY JOB FUNCTIONS

The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive:

- Provides accountable technical assistance to the DRB by:
 - Reviewing applications and plans subject to the DRB's jurisdiction;
 - Preparing reports, recommendations and draft decisions;
 - Working with applicants to resolve outstanding issues;
 - Serving as liaison between the DRB and the Town's staff, the public, developers, and other boards and committees; and
 - Working in partnership to coordinate development review assistance from the Zoning Administrator.
- Provides responsive technical assistance to the public, municipal staff and consulting engineers regarding applicable rules, regulations and statutes pertaining to planning and development.
- Reviews administrative development review applications.
- Serves on various committees to protect the Town's best interests and provide expertise, record-keeping and analysis on planning, environmental and development issues.
- Provides support, as assigned, to other boards, commissions and committees in addition to the DRB.
- Attends a variety of meetings, including regularly scheduled evening meetings, makes presentations, and plans.
- Works in partnership with the Zoning Administrator as Acting and/or Assistant Zoning Administrator by: reviewing permit applications to ensure compliance with Town's Regulations; inspecting new construction's conformance with zoning permits and

Development Review Board decisions; enforcing regulations by investigating potential violations.

SECONDARY JOB FUNCTIONS

- Undertakes varied special projects, as assigned, such as researching and coordinating grant applications.
- Reviews environmental impacts facing the Town and serves as liaison between the Town and State in dealing with these impacts.
- Regularly undertakes research projects; reviews local ordinances and regulations for their effectiveness and prepares recommendations for amendment; revises and updates maps; and makes projections of growth and impacts by analyzing growth trends, population, development and demographics.
- Other duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities

- Effective verbal and written communicator, along with strong comprehension skills.
- Knowledge of the current principles and practices associated with municipal land use planning.
- Accurately interpret and apply codes, ordinances, and statutes.
- Creative and strategic problem solving.
- Present information to small and large public audiences.
- Maintain efficient, accurate and thorough filing and tracking systems.
- Provide exceptional customer service.

Other Important Qualifications:

- A dedication to public interest and community service
- Ethical and judicious decision-making
- Organized and reliable
- Can manage time efficiently

Education or Formal Training:

Must hold a Bachelor's Degree in Planning, Urban Affairs, Natural Resource Planning, Landscape Architecture, Public Administration or a related field. A Masters Degree or higher in any of these fields is highly desirable. Three (3) years experience may be substituted for education requirements.

Experience:

Preferred three (3) years of experience is preferred in the area of municipal planning, public administration, land use or natural resources.

EQUIPMENT USED:

Telephone, personal computer, printer, color plotter, copier, fax, calculator, digital recorder, GPS unit, digital camera and other typical office equipment. Some field work requires driving, walking, stooping, kneeling, bending and climbing.

WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES:

Work is done in a typical office environment which requires sitting most of the day. It also requires the ability to move and position boxes of files which includes bending, pushing, pulling, reaching, and occasional lifting of up to 25 pounds.

OTHER REQUIREMENTS

Must have or obtain and maintain a valid driver's license.

ADDITIONAL INFORMATION

The Town of Milton will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, or genetic information.