

**TOWN PLANNER VACANCY  
TOWN OF WATERBORO**

The Town of Waterboro (pop. 7,800) is seeking candidates for the full time position of Town Planner. Responsibilities include a wide variety of planning, zoning, and Economic Development outreach tasks. The Town Planner is the main staff support to both the Planning Board and our Economic Development Committee. This person will direct the overall planning functions for the Town as well as work with the Chairs of both Boards/Committees and staff to set meeting agendas and provide advice and guidance to members both during and between meetings. The Town Planner will meet with prospective developers as needed and quite often be the first contact for businesses or individuals looking to move to the area. Assistance with plans for a possible new community center, new TIF district, future comprehensive plan update, and future Charter Commission and charter changes may be part of the town planner's duties.

The ideal candidate will have graduated from a four year college or university in the fields of planning, public policy, or public administration and have considerable municipal work experience as a town planner. Applications will also be encouraged from those without a formal planning degree and whose resume includes extensive hands on municipal planning work experience. The work schedule can be flexible (30-40 hours) with a full time salary around \$70K. The Town provides the employee with holiday and vacation time as well as health and dental insurance and a retirement contribution to MEPERS or a separate 457 plan. Life, disability, and vision insurances are available at employee's expense.

For a copy of the job description please find it on the Waterboro website or request via e-mail at [administrator@waterboro-me.gov](mailto:administrator@waterboro-me.gov). Email submission of applications is encouraged with resume and cover letter as separate MS Word document attachments. Hard copies may also be sent to:

Town Planner Search  
Town of Waterboro  
24 Townhouse Road  
E. Waterboro, Me 04030

Review of applications may begin immediately. Submissions are encouraged to be in no later than July 28, 2021. However, the position will remain open until filled. Please call Town Administrator Gary Lamb if you have questions (247-6166, ext.100). The Town of Waterboro is an Equal Opportunity Employer.