

Town of Waterboro Position Description
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Position Title: Town Planner/Economic Development Liaison  
Revision Dates: Jan. 4, 2005/Sept. 11, 2007/June 2018/July 2021

Reports to: Town Administrator

**GENERAL SUMMARY:**

This is professional administrative and technical work directing the planning, economic development, and zoning functions for the Town of Waterboro. This person is responsible for all municipal planning functions involving land use planning. This person advises and provides technical assistance to the Planning Board; researches, develops, coordinates and administers land use and planning related projects; maintains accurate records; and has considerable public contact. Work also involves economic development outreach to the business and development communities and public, and liaison and technical assistance to our Economic Development Committee. Work is performed under the supervision of the Town Administrator with considerable independence of action. Work is reviewed through discussions, reports and results achieved.

**ESSENTIAL JOB FUNCTIONS:**

Establishes guidelines and is responsible for the verification of completeness, review and processing of applications for subdivision and site plan review; advises applicants and Planning Board of application status and compliance with ordinances; coordinates review with appropriate municipal departments. The Town Planner communicates regularly as needed with the Code Enforcement Officer, Fire Chief, Director of Public Works, Planning Board Chairman, and Town Administrator and advises when other staff should attend Planning Board meetings.

Drafts ordinances, prepares departmental budget for the Town Administrator, and represents the Town on regional planning agencies if needed.

Communicates with the Planning Board Chairman to set the Planning Board agenda and works with the Planning Board Administrative Assistant to compile and send out Planning Board packets. Makes recommendations via memos to Planning Board for appropriate action or additional conditions to be imposed on an applicant's project. Attends and staffs all Planning Board meetings.

Meets with developers and citizens to review development and construction plans. The Town Planner may often be the first Town Hall contact with prospective new business owners.

Collects land use data for use in preparation of comprehensive plan changes or development of zoning regulations.

Prepares reports, maintains records, follows purchase order policy, monitors special project budgets, and bonds as directed by ordinance or Town Administrator.

Prepares and submits grant applications and oversees grant implementation and closeout.

Directs Economic Development activities, acts as liaison to and attends all meetings of Economic Development Committee.

Prepares and drafts long range plans and other special projects as requested.

Provides training workshops for Town boards on planning or legal issues in conjunction with the town attorney, regional planning agencies, etc.

Assists and provides technical assistance to various town committees and boards including the Board of Selectmen.

### **SKILLS/EXPERIENCE REQUIRED:**

Thorough knowledge of the principles and practices of municipal land use planning.

Knowledge of subdivision, shoreland zoning and municipal zoning state statutes.

Functional familiarity with GIS software (ArcGIS)

Knowledge of grant development and writing, budget development and grant administration.

Some knowledge of civil engineering, map making, and reading and photo interpretation.

Knowledge of state legislative process and recent legislation.

Ability to analyze and explain laws, ordinances, rules and regulations in conjunction with Code Enforcement Officers ordinance interpretations.

Ability to maintain detailed records and to prepare reports.

Ability to communicate well orally and in writing.

Knowledge of the principles and practices of planning, design and development.

### **WORKING CONDITIONS/PHYSICAL DEMANDS:**

Normal office environment, not subject to extremes in temperature, noise, odors, etc.

May spend extended periods at computer terminal, desk or using a telephone.

Regular interruptions to assist members of the public and fellow employees.

Occasional site visits with Planning Board members, Code Enforcement staff, DPW staff or applicants planning a development

**TRAINING/EXPERIENCE DESIRED:**

- Ideally graduation from a four-year college or university with emphasis on urban planning, public policy or administration, civil engineering or other related field. Applications may be considered from those without a formal degree but whose background includes considerable municipal experience as a town planner.
- AICP certification is desired but not mandatory

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The above is not intended to be exhaustive list of all Responsibilities and duties required. The omission of specific statements of duties does not exclude them from this position if the work is similar, related, or a logical assignment to the position.*

\*External and internal applicants, as well as position incumbents who become disabled or defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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Approval

\_\_\_\_\_  
Date

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*