

## TOWN OF CHARLOTTE JOB DESCRIPTION

**Job Title:** Town Planner

**Department:** Planning & Zoning

**Reports to:** Town Administrator

**Salary Range:** DOQ

**Job Type:** Part-time (Twenty-eight (28) hours per week).

**Prepared Date:** December 2024

### **Job Summary:**

The Town Planner works as an integral member of the Planning & Zoning Department, and works with the Planning Commission, to provide clear, helpful assistance to Town Hall Staff, the Town's Committees and Commissions, and the general public. In conjunction with the Planning Commission, the Town Planner facilitates updates and amendments to the Town plan and land use regulations, and facilitates long-range planning and projects to advance the town's planning goals. The Town Planner is also responsible for assisting the Town Administrator with developing policy updates, drafting public outreach documents, and assisting with the application and management of grants.

### **Minimum Education Requirements:**

- A. A Master's degree in planning, public administration, public policy, environmental studies, architecture, or other appropriate major, **OR**;
- B. A Bachelor's degree in one of the field listed in (A) above, and two (2) years of experience in community planning, involving research or planning in an area such as community development, economic development, transportation analysis, environmental conservation, environmental design or other related activities, **OR**;
- C. A Bachelor's degree and four (4) years of experience as described in (B) above. Where education is lacking, additional experience as specified in (B) may substitute on a year for year basis.
- D. Preference will be given to those who hold a certification by the American Institute of Certified Planners.

### **Entry Level Knowledge, Skills, and Abilities:**

- A. Knowledge of Vermont's Open Meeting Law.
- B. Knowledge of comprehensive planning concepts and principals;
- C. Knowledge of basic grant writing and administration principals.
- D. Skilled in read maps and site plans;
- E. Skilled in the use of Microsoft Office suite, and ArcGIS software;
- F. Ability to summarize and present technical information orally and in writing;
- G. Ability to read and interpret rules, regulations and ordinances;
- H. Ability to explain technical information and complex processes to the public;
- I. Ability to be tactful, courteous and objective when communicating information, soliciting community input, and addressing public concerns, at all times.
- J. Ability to work independently, manage, and prioritize multiple initiatives, and to engage in collaborative decision-making.
- K. Ability to obtain working knowledge of development (zoning and subdivision)

regulations, and pertinent state and local regulations, and to read development plans and other technical planning documents;

- L. Ability to remember and apply a variety of regulations and complex procedures to specific types of situations.

### **Full Performance Knowledge, Skills and Abilities:**

- A. All entry level knowledge, skills and abilities PLUS:
- B. Knowledge of the principles and practices of community development, comprehensive planning and land-use planning;
- C. Knowledge of the rules of and procedures associated with the Town's Planning Commission;
- D. Knowledge of Chapter 117, Title 24 of the Vermont Statutes, authorizing municipal authority to regulate local land use;
- E. Knowledge of applicable laws and regulations, such as the Town's Land Use Regulations and Vermont's Act 250;
- F. Ability to analyze and identify implications of site developments or other physical changes on a surrounding community;
- G. Ability to identify regulations, requirements and procedures that apply to specific proposals;

### **Essential Functions:**

- A. Facilitate, advise and assist the Planning Commission with updates and proposed amendments of the Town Plan, Town land use regulations, and other supporting studies/projects;
- B. Provide clear, rational, helpful advice and interpretation of the Town's land use regulations, state statutes and other regulatory matters to the public, staff, and volunteers.
- C. Timely, accurate preparation and distribution of essential, required procedural documents, such as meeting agendas, meeting notices, staff reports, and draft land use regulations;
- D. Assemble and analyze data and prepare informational reports;
- E. Coordinate and implement public outreach as assigned;
- F. Work on special projects as appropriate (e.g. village planning, conservation action plan, and updating the town's All Hazard Mitigation Plan) as assigned;
- G. Represent the Town at monthly Regional Planning Advisory Committee meetings of the Chittenden County Regional Planning Commission;
- H. Develop budget requests for the Planning and Zoning Office and monitor expenses throughout the year;
- I. Prepare grant applications, and administer awarded grants, in conjunction with the Town Administrator.
- J. Assist the Town Administrator in drafting policy updates, amendments, and guides as assigned.
- K. Prepare public outreach documents, infographs, and other documents as assigned.
- L. Coordinate the recruitment of student interns to support the work of the Planning & Zoning Department.
- M. *Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at the discretion of the Selectboard.*

**Work Conditions & Schedule:**

- A. Employees in this position work primarily in an office environment with moderate noise levels and controlled temperature conditions.
- B. The work involves sitting for extended periods of time, using a computer and other office equipment, and occasionally lifting up to 15 pounds.
- C. Anticipated work schedule of Tuesday to Thursday 8:30 AM to 4:30 PM, with a paid 30-minute lunch. Hou
- D. Work is to be performed during normal business hours, except when staffing evening Planning Commissions, and other town boards as required.
- E. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



**Job Description Acknowledgement:**

- a. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the Town of Charlotte Selectboard without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.
- b. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.
- c. I have discussed any questions I may have had about this job description prior to signing this form.

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Employees Signature:

Date:

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Employees Name (Printed)

