

**TOWN OF FALMOUTH
ASSISTANT TOWN PLANNER/
COMMUNITY PRESERVATION
GRADE M-6**

PRIMARY PURPOSE

Professional and technical work evaluating information, preparing reports, administering contracts, and assisting the Community Preservation Committee to implement the Committee goals and policies; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Acts as staff to the Community Preservation Committee attending all meetings, Conducts research providing information and assistance on a range of technical planning and community development issues. Processes and evaluates all applications for funding for completeness and compliance with Community Preservation Act provisions, CPC rules and policies.

Oversees contracts for funded projects, except for CPC administration. Prepares staff reports, motions and decisions, Town Meeting articles, and draft agreements for funding for review and approval by the CPC. Manages other contracts for specialized studies and consultants for the CPC.

Conducts public relations and prepares educational materials. Responds to inquiries from the general public on CPA/CPC procedures, legislation and policies. Maintains contact with related town departments and committees and outside organizations.

Performs similar or related work as required, or as situation dictates.

SUPERVISION

Works under the general direction of the Community Preservation Committee and the administrative direction of the Town Planner; the employee functions independently, consulting with the CPC or the Town Planner when clarification or interpretation of procedures, tasks or policy is required.

WORK ENVIRONMENT

Work is generally performed in office conditions; some fieldwork is required to perform site visits and inspections; the employee is required to attend frequent evening meetings.

The employee operates standard office equipment and an automobile.

The employee has regular contact with town departments, as well as state, regional and local agencies and frequent contact with the general public and applicants.

The employee has access to department-related legal proceedings.

Errors could result in monetary loss or legal repercussions.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelors Degree in planning, community development, public administration or related field is required, Masters Degree preferred; three (3) to five (5) years of planning or related experience, preferably in local government are required; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY, SKILL

Working knowledge of Massachusetts land use laws and regulations. Working knowledge of Community Development including Affordable Housing and Historic Preservation; knowledge of planning, development and environmental issues.

Ability to conduct independent research and analyze and interpret results; ability to prepare reports and formulate recommendations; ability to understand and interpret land surveys, architectural drawings, and construction specifications; ability to understand and evaluate funding applications and invoices; ability to draft decisions, regulations and bylaw amendments ability to establish and maintain effective working relationships with local officials and the general public.

Written and oral communication skills; public presentation skills; planning and organizational skills; skill in using word processing and spreadsheet.

PHYSICAL REQUIREMENTS

Minimal physical effort is generally required to perform administrative duties; moderate physical effort is required to perform fieldwork. The employee is frequently required to speak and hear and use hands to operate equipment. Vision requirements include the ability to read and analyze documents, use a computer and operate an automobile.

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