

City of New Bedford, MA

Job Description

Job Title: City Planner

Pay Grade: M-15

Pay Range: \$80,022 – \$100,036

JOB SUMMARY

Performs supervisory, administrative, technical, and professional work in current and long-range planning programs of the City of New Bedford, related to the development and implementation of land use and related municipal plans and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Manage and supervises planning operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed.
- Provide leadership and direction in the development of short- and long-range plans; gather, interpret and prepare data for studies, reports, and recommendations; coordinate Department activities with other Departments and agencies as needed.
- Provide professional planning and land use advice to supervisors and other officials; make private and public presentations to supervisors, boards, commissions, civic groups and the public.
- Communicate official plans, policies, and procedures to staff and the public.
- Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures in assigned area to assure sound fiscal control; prepare annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Oversee staffing to a variety of committees and commission of the Planning Board; serve as the representative to Advisory Boards; may be responsible for serving as the chair to certain committees, or boards; represents the Planning Department before the City Council.
- Review all building permits and Certificates of Occupancy; draft and review updates and revisions to the Zoning Code of Ordinances; work with developers and applicants to ensure efficient permitting process and quality process.
- Serve as liaison between Planning Division and other City Departments; staff or assistant in staffing planning of citywide infrastructure, transportation, and park projects.
- Perform related work as required and assigned.

The duties listed above are intended only as illustrations of the various types of work that may be 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. The 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.

MINIMUM QUALIFICATIONS

Education and Experience

- Master’s Degree in planning or a closely related discipline.
- At least five years of experience in municipal planning or a closely related field.
- Any equivalent combination of education and experience.

Licensing/Certification

- Valid Massachusetts driver’s license and good driving record.

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

SUPERVISORY RESPONSIBILITIES

This position has formal supervisory responsibilities over other Planning Department employees. Supervisors are responsible for signing performance reviews.

This position works under the general supervision and direction of the Mayor of New Bedford.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both inside and in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee may work in high precarious places and be exposed to fumes, airborne particles, risk of electrical shock and vibration. The employee may be exposed to toxic or caustic chemicals.

The employee frequently is required to walk, sit, climb or balance, stoop or kneel, crouch or crawl and taste or smell.

The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

The City of New Bedford, MA is an Equal Opportunity Employer.

Signature

Date