Town of West Greenwich, RI

JOB POSTING

Town Planner

Responsible To: Town Administrator

Qualifications: Skills, knowledge, and abilities required:

- Master's degree in community or urban planning or municipal planning experience
- Preference given to certification by American Institute of Certified Planners
- Minimum of two years experience in a responsible position in professional planning with some economic development and environmental background
- Excellent interpersonal and communication skills
- Computer literacy, experience with programs such as Microsoft Suite, ESRI ArcGIS
- Administrative and supervisory experience
- Research, analysis, interpretation, technical writing, grant writing, report writing, and organization skills
- Knowledge and ability to exercise all duties and responsibilities desired below

General Charge: Responsible for the development, coordination, and implementation of the Town planning program and projects. Duties include the development, coordination, and the facilitation of programs relating to the physical and economic development of the Town, including administration and implementation of the Comprehensive Community Plan, economic revitalization activities and related activities as directed by the Town Council.

Duties and Responsibilities (Including but not limited to):

- Provides the Planning Board with administrative and technical support by reviewing and making recommendations on development proposals. Provides the board with advice on ordinance interpretation and procedural matters including writing motions and other technical memorandum.
- Assists the Planning Board with long range planning of the community through the administration, updating and implementation of the Comprehensive Community Plan.
- Provides assistance to the land owners and developers about the approval process.
- Provides technical and advisory assistance to the Town Council, Planning Board, and other Town Boards, Commissions and Departments.
- Attends and participates in meetings of the Town Council, Planning Board and other Boards and Commissions of the Town.

- Coordination, enforcement, and administration of the Town's subdivision and site plan review process as an agent of the Planning Board, including detailed review and recommendation relative to proposed development projects. Serves as chairperson of the Technical Review Committee.
- Provides supervision to administrative staff to support the Planning Board by overseeing the preparation of agendas, materials, motions and writing technical review reports for Planning Board meetings and ensures proper maintenance of public records of projects and procedures.
- Coordination, preparation, and administration of grant applications and grant projects relative to primary planning functions and programs of the community, and as directed by the Town Council.
- Prepares new and amendments to municipal ordinances required, including zoning, subdivision, land development, and other town ordinances.
- Prepares and participates in informational meetings as related to community planning programs and projects.
- Responsible for coordination, oversight and administrative supervision for the Community Development Block Grant Program (West Greenwich Home Repair).
- Communicates with the public in order to assist with planning and regulatory services and prepares reports and graphics for public education, guidance, and promotion of planning and implementation projects.
- Coordinates and works with State and Federal Agencies on projects on behalf of the Town.
- Performs other related duties (i.e. may be required to attend other meetings during and after hours as part of daily responsibilities).
- Oversees the Town Recycling Program in conjunction with the Public Works Director.
- Administers Storm Water Management and Flood Plain Management in conjunction with The Public Works Director.

Letters of interest and resumes should be sent to the attention of the Town Clerk, West Greenwich Town Hall, 280 Victory Highway, West Greenwich, RI 02817 postmarked no later than 4:00 PM on October 21, 2016.

The Town of West Greenwich is an equal employment opportunity employer.