

## **TOWN OF MANCHESTER POSITION GUIDE**

**Title:** Senior Planner - Current Planning  
**Department:** Planning and Economic Development  
**Reports to:** Director of Planning and Economic Development

### **NATURE OF WORK**

Under general direction performs technical work in connection with studies and recommendations relating to the physical development of the Town, to coordinate the plan review process.

### **ESSENTIAL JOB FUNCTIONS**

Inspects sites, makes title searches and prepares comments in connection with applications to the Planning and Zoning Commission, the Zoning Board of Appeals and the Inland Wetlands Agency affecting land use and development, and coordinates the plan review process.

Serves in a staff capacity to Boards and Commissions including the Planning and Zoning Commission and Zoning Board of Appeals.

Prepares reports, maps, graphs and charts relating to land use and development.

Performs research and compiles and analyzes data in connection with planning studies and reviews other studies by the department.

Conducts research and writes drafts of revisions to zoning, subdivision, and inland wetland regulations.

Coordinates plan review process and communicates with developers, attorneys, land use professionals and the general public.

### **OTHER JOB FUNCTIONS**

Performs professional and administrative work for grant projects or other projects as assigned.

Provides guidance related to development standards, regulations and application procedures.

Performs other duties as assigned.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles of planning and zoning administration. Some knowledge of civil engineering, landscape architecture, environmental planning or site planning, and State and local land use regulations, including zoning, subdivisions and inland wetlands.

Ability to perform research and prepare technical reports.

Ability to interpret laws and regulations relating to work of Town agencies responsible for land development control.

Ability to communicate effectively with the public. Ability to establish and maintain effective working relationships with Town officials, staff and advisory boards.

Skill in graphic display of information including maps, charts and tables.

Some knowledge or ability to learn computer applications for data management permitting and planning analysis, including Geographic Information Systems (GIS).

### **PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

Able to push/pull/lift objects weighing less than 20 lbs. Must be mobile and able to perform moderately difficult manipulative skills such as writing, typing and using a calculator. Able to sit or stand for prolonged periods of time. Able to perform gross body movements including tasks which require hand-eye coordination such as using a computer.

Able to see objects closely as in reading a report/map and to discriminate colors. Able to hear normal sounds with some background noise and communicate through human speech.

Able to concentrate on fine detail with constant interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time and able to understand and relate to the theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over long periods of time.

Ability to get along with co-workers, supervisors, customers and the public at large.

Exposure to electro-magnetic radiation as in computer screens.

### **MINIMUM TRAINING AND EXPERIENCE**

Master's Degree in Urban and Regional Planning or a closely related field, plus one (1) year of professional experience in a planning office performing work related to the functions of a municipal planning department.

*(THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZING OF ALL FACETS OF ANY JOB)*

Approved, Board of Directors 3/1/94  
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