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[Home](#) > [Departments](#) > [Town Administrator](#) > Job Opportunities

## Job Opportunities

Town Planner

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### Town Planner

**Department:** Planning

**Location:** Southborough, MA

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**Position Title:** Town Planner

#### Statement of Duties

Position is responsible for performing professional, supervisory, and administrative work for the Town's Planning Department. Work involves assessing proposals for land use and development; determining compliance with Zoning Bylaws and Subdivision regulations, and applicable state and federal laws; planning long range projects; acquiring and administering grants; and recommending policies, standards or criteria; performs all other related work as required.

#### Supervision

Employee works under the administrative direction of the Planning Board in accordance with municipal policies and objectives and local and state ordinances and statutes. Employee establishes short and long-range plans and objectives, own performance standards and assumes direct accountability for department results. Employee consults with the Town Administrator where clarification, interpretation, or exception to municipal policy may be required. Employee develops departmental policies, goals, objectives, budgets, and is expected to resolve all conflicts which arise and coordinate with others as necessary.

Employee is responsible for the direct supervision of one (1) full-time employee and consultants/contractors intermittently. Employee manages and evaluates employees. Employee is required to work outside of normal business hours on a daily basis at night or on the weekends, and may be contacted at home in response to important situations.

Employee has access to departmental confidential information including lawsuits against the town and official department personnel files.

## Job Environment

Position responsibilities include drafting, enacting and administering a complex series of bylaws, and regulations that dictate land use in the Town. Employee must understand, interpret and apply local Bylaws, Subdivision regulations, and state ordinances and statutes. Extensive judgement and ingenuity are required to develop new policies and procedures or to adapt existing methods and approaches for accomplishing objectives and to deal with new or unusual requirements within the limits of the guidelines or policies. The Employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies. Assignments typically concern such matters as assessing proposals for land use and development and giving recommendations; planning long range projects; devising new techniques for application to the work, and recommending policies, standards or criteria. The work consists of employing many different concepts, theories, principles, techniques, and practices relating to the planning field.

Errors can result in delay or loss of service, monetary loss, adverse public relations, and/or legal repercussions for the town.

The position has frequent contact with the public, other town employees/officials, board/commission members, local, state and federal agencies and local organizations. The purpose of contacts is to advise, obtain or provide information, explain policies and procedures, and assign or coordinate work activities. Contacts are made in writing, in person, e-mail, and on the telephone in response to inquiries regarding Town regulations, pending/proposed projects, complaints or to obtain information regarding pending applications and draft regulations.

## Essential Functions

*The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.*

Administers the Town's land use processes; coordinates all planning board actions, ensures compliance with all statutory requirements, drafts and proposes amendments to the Zoning Bylaws as needed, prepares all required reports and maintains records.

Provides professional advice and recommendations to the Planning Board; evaluation of plans, subdivision regulations, and site plan reviews, applications for special permits for development, and decisions relating to all areas of community planning and development and the town's zoning and sub-division control regulations.

Proposes projects, seeks grant programs for funding, writes and administers grant proposals and applies for and manages grants; oversees projects to ensure compliance with grant requirements.

Provides administrative support to the Planning Board; prepares agendas for and attends meetings, researches applications and petitions, administers policies and procedures, and provides other information or assistance as needed to the Zoning Board of Appeals and the Town's Conservation Commission. Collaborates with Town's Economic Development Coordinator to assist current and new business owners in the informational and permitting stage, as well as working with contacts to retain incumbent businesses.

Takes enforcement action necessary when violations of Planning Board approvals occur including the monitoring of all residential, commercial and industrial developments.

Assists the Town's legal counsel in preparing Planning Board court cases and testifies at court hearings as required.

Develops, implements, and administers various planning studies relating to land use, development, and infrastructure improvements; provides recommendations regarding town land; writes and updates the Town Master Plan. Assists the town in the preparation and updating of a five- (5) year capital improvement program

- [Southborough Employment Application](#)
  - [Salary Administration Plan \(Personnel By-law\)](#)
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