

POSITION DESCRIPTION**K-25****Town of Needham Director of Planning and Community Development****10/2016*****Duties:***

The essential functions or duties listed are intended as illustrations of various types of work that is 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 position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Under the general direction of the Town Manager/designee, serving as Town Manager's liaison to the Planning Board, accountable for directing programs regarding municipal planning, zoning and subdivision matters within the Town of Needham as delineated by state statute and local subdivision rules and regulations, and for overseeing in Needham planning, community development, housing and economic development efforts.

Plan, organize, and direct all Planning and Community Development Department (including Planning, Economic Development, Conservation and Board of Appeals) activities; working with the Planning Board and other Boards to establish the goals and priorities; develop, recommend and implement department policies and procedures; participate in the selection and supervision of department staff and work with related professional consultants as required.

Represent Planning Board policy positions to Town officials and boards, private developers, citizen groups and state and regional agencies. Respond to requests for information from Town departments, officials, private developers, and the general public regarding land use and regulations and municipal planning issues. Coordinate and participate in activities of the Development Review Team by attending monthly meetings and reviewing and commenting on developer-submitted site plans, zoning requests, and development agreements for residential, commercial and industrial projects.

Coordinate Planning Board meetings and related task forces; prepare agendas, conduct studies and prepare reports and recommendations; and carry out Board decisions.

Provide technical assistance and guidance to Town officials, Boards, private developers, community groups and the general public; conduct planning studies regarding future development in Needham; review existing planning and zoning guidelines and by-laws and make recommendations for revisions; participate in economic development, housing and community development efforts of the Town; administer the Town's Flood Plain Zoning Program; develop and maintain computerized data base for planning, involving traffic engineering, census, housing, economic data, mapping, etc.; serve as staff liaison between Planning Board and other town departments and agencies.

Work in collaboration with the Town Manager/designee, Economic Development Advisory Committee, Board of Selectmen, and Planning Board on the development of a comprehensive strategic community development plan for Needham Center. Attend monthly meeting of the

Economic Development Advisory Committee and any other additional meetings as required by the Town Manager/designee. Ensure plan implementation strategies are carried out. Meet annually with the Economic Development Advisory Committee to determine goals and objectives that have been met and set operational goals for the coming fiscal year.

Responsible for the administration of the Newton-based WestMetro HOME Consortium Program funded by HUD (Housing and Urban Development); attendance at related meetings; monitoring of budgets, preparation of requisitions; preparation of public hearings as required by HUD in running the HOME Program; preparation of the Annual Consolidated Plan. Collaborate with Needham Housing Authority, developers, CHDO (Community Housing Development Organization) in the course of developing and preserving affordable housing units

Responsible for the coordination of community groups and other interested parties in development activities; development of affordable housing strategies, marketing programs and materials; implementation of preserving and developing affordable housing long and short range programs and/or projects; planning, management and oversight of affordable housing projects; conducting needs assessments and eligibility reviews; federal and other governmental grants management and reporting; budget tracking and constituent group liaison.

Coordinate town planning goals and priorities with surrounding towns, state and local agencies, councils and committees and outside consultants as appropriate.

Interact with state officials, and the state and regional planning agencies and associations, to keep apprized of legislation effecting local planning programs and land development, and to recommend changes as directed by the Planning Board.

Develop the department's operating and capital budget, accountable for ensuring that the department operates within budgetary constraints; establish and maintain appropriate records and reports.

Work with and assist the Director of Economic Development; Director of Conservation, Assistant Planner, and Administrative Specialist to the Board of Appeals achieve their goals as well as those of their department, Commission and Board.

Assess performance of the Planning and Community Development Department in relation to established goals; assess the performance of department personnel.

Recommend new approaches, policies and procedures to affect continual improvement of efficiency and effectiveness of Planning and Community Development Department and the services provided; perform research and prepare documentation for Planning Board; work with department staff to develop material for public presentations. Write grant applications and administer program when funds are granted, as appropriate.

Participate in administrative staff meetings, attend and participate in area, regional and other professional meetings. Participate in professional organizations to retain currency in trends in planning and grant availability.

Supervise the maintenance and updating of planning data bases, including GIA and other systems, to assist the town planning function; remain current with new technology to improve computer systems.

Serve on relevant committees and boards as assigned. Perform other planning and administrative functions and duties as appropriate.

Basic Knowledge:

Duties require advanced knowledge of municipal and community planning equivalent to 1 to 2 years of graduate study in a related field.

Experience:

At least 5 years of progressively responsible public or private planning and community development experience.

Independent Action:

Establish medium-range plans and objectives within scope of town-wide policies and common goals; consults with Planning Board where clarification, interpretation or exception to town's policy may be required, as well as recommendations for special zoning permits, subdivision plans and budgetary recommendations.

Supervisory Responsibility:

Manages Planning and Community Development Department including two (2) Department Managers (Director of Economic Development and the Director of Conservation), 1F/T Assistant Planner, 1 F/T Administrative Specialist and a Part-Time Administrative Assistant, a part-time Recording Secretary and interns or consultants as required.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors, etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile to neighboring towns.

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 the requirement of the job change.