

# City of Claremont, New Hampshire

## Position Description

<b>Position Title:</b>	City Planner	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Planning & Development Director	<b>Union/Merit:</b>	Merit
<b>Department:</b>	Planning & Development	<b>Grade Level-Points:</b>	10 - 655
		<b>Revised/Updated:</b>	07/06/16

### Job Summary

Performs professional level planning and zoning services in a collaborative work environment with economic development, project management, building code and board and commission staff. Interacts with public and collaborates with management staff and elected officials.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Serves as the City's principle Planner and Zoning Administrator providing land use/planning services and the enforcement of land use laws and ordinances.
2. Assists Planning Board and Zoning Board of Adjustment, including written review of each agenda item, attendance at meetings and the issuance of final notices of decision.
3. Coordinates City planning activities with state, regional and federal regulations including land use law and subdivision regulations.
4. Responsible for the efforts of the City's Master Plan and other long term planning projects as assigned by the Planning & Development Director.
5. Confers with Planning & Development Director to keep her/him informed on key issues and progress toward objectives; makes recommendations to assist management in making needed improvements, including drafting of appropriate revisions to city zoning ordinance, site plan and subdivision regulations..
6. Provides land use support and resources to others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
7. Ensures quality standards and compliance with regulations are maintained.
8. Researches availability of grant funding and may prepare grants to further city land use objectives.

Page 1 of 6

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## **City of Claremont, New Hampshire Position Description**

9. Prepares information including accomplishments, workload measurements, and goals; prepares work program for planning & zoning.
10. May act as Clerk of Planning Board and supervises preparation of the agenda for and minutes of board meetings.
11. Acts as Chairperson of the Technical Review Committee.
12. May be required to attend and serve on other committees.
13. Prepare related reports and documents as requested.
14. Attend staff meetings. May prepare report of meeting and a critique of proposed projects.
15. Performs other related duties as assigned.

### **Peripheral Duties**

Attend meetings as requested.

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

Bachelor's degree (Master's degree preferred) or equivalent from a college or university in planning, Planning & Development, public administration, geography or related field; Five (5) years of progressively responsible related experience, including two (2) years in a supervisory capacity; *or*; Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

#### *Necessary Knowledge, Skills and Abilities:*

Knowledge of :

- Extensive knowledge of principles and practices of City planning and zoning.
- Extensive knowledge of GIS systems and map reading/ interpretation.
- Considerable knowledge of statistical principles.

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- Computer usage and applications.
- Applicable state, federal and local laws, rules and regulations relating to zoning, land use and environmental issues.
- Methods and techniques of research, statistical analysis and report presentation.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

### Ability to:

- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Speak effectively before public groups and respond to questions.
- Operate with multiple deadlines and competing demands.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Interpret a variety of technical instructions with abstract and/or concrete variables.
- Make accurate arithmetic calculations.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.
- Demonstrated ability to communicate both orally and in writing.

### Skill in:

- Making oral presentations before groups of people.
- Planning, organizing, and evaluating the work activities of planning and zoning functions.
- Planning and conducting special projects.
- The use of the tools and equipment listed below.

### **Supervision Received**

Works directly under the Director of Planning & Development in coordinating the efforts of special projects related to land use policies in Claremont. Assigned work is performed independently following established routines and procedures. Advice and assistance are available when unusual or difficult matters arise and the employee is expected to recognize such situations and bring them to the supervisor's attention. The work is

Page 3 of 6

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reviewed for accuracy and compliance with instructions on a spot check-basis, observation or subsequent processing.

### **Supervision Exercised**

An incumbent may supervise others in Director's absence. Because the incumbent does make decisions that are far-reaching, the work directly impacts the management of the entire agency.

### **Responsibility for Public Contact**

Daily contact requiring courtesy, discretion, and sound judgment.

### **Licensing & Certification**

AICP Certification (preferred)

APA Member (preferred)

NHPA Member (preferred)

Must maintain any required approvals and designations as required.

Must maintain a valid motor vehicle operator's license.

### **Tools & Equipment Used**

Personal computer including Microsoft Office software, accounting software, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc.

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

**Typical Controls & Equipment:** Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, various office equipment etc.

**Typical Work Environment:**            Inside: 85%            Outside: 15%

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**Summary of Occupational Exposures: Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, etc. as well as exposure to construction equipment, sunlight, insects, domestic and wild animals, and all New England weather conditions.

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## Physical Activity Requirements

### Primary Physical Requirements

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<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required

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<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

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<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

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### Other Physical Considerations

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<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

### During an 8-hour Day, Employee is Typically Required To:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

### Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Not required for the performance of the functions of this position.

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