



## Town of Winthrop

17 Highland Avenue  
Winthrop, Maine 04364

<b>Job title: Town Planner</b>
<b>Department: Planning &amp; Community Development</b>
<b>Reports to: Town Manager</b>
<b>Range of pay: Salary \$60,000 - \$80,000</b>
<b>FLSA Status: Non-exempt</b>
<b>Union: No</b>

### **Function**

The Town Planner is responsible for delivering technical assistance to municipal officials, including the Town Council, the Town Manager, the Planning Board, the Board of Zoning Appeals and the Comprehensive Plan Committee, on an array of land use, development, environmental and infrastructure topics. Work is performed under the general supervision of the Town Manager, and is evaluated through observation, discussions, reports and results obtained.

### **Primary duties and responsibilities**

Works with local committees in researching, drafting, reviewing and revising local plans, regulations, ordinances and related materials. Provides technical planning, staff support and related assistance to municipal officials, including the Planning Board and Zoning Board of Appeals. Presents proposed amendments to land use ordinances and subdivision regulations to the Planning Board and the Town Council, and takes a lead role in explaining proposals to the public. Assists in the implementation, interpretation and administration of plans and ordinances.

Completes application reviews for the Planning Board and Zoning Board of Appeals, ensuring an application's completeness before it is placed on a meeting agenda. Analyzes each application, provides pertinent background information and interpretation, and offers recommendations regarding each to the appropriate board. Attends all Planning and Zoning board meetings, and is responsible for agendas, reports, presentations and communications with board members, along with other Town officials and officers.

Develops funding proposals and prepares grant applications for development initiatives and for delivery of service programs. Manages development programs and contracts in coordination with funding sources. Assists the Town Manager and other Town officials with economic development, with a special emphasis on attracting tenants to the downtown village and developing affordable housing options.

### **Additional duties and responsibilities**

Coordinates hiring technical review experts and incorporates those responses into board reports.

Assists and/or provides advice in the review of development proposals under local ordinances.

Utilizes and analyzes demographic, economic, environmental, tabular and mapped sources of information for presentation in reports and to audiences in support of planning initiatives. Prepares reports, plans, ordinances, and other planning-related documents utilizing databases, spreadsheet software, computer-generated maps (GIS) and graphics as necessary.

Completes GIS (geographic information systems) work for boards and committees, and assists other Town departments with GIS.

Assists the Town Attorney in defense of legal actions against the Planning Board and Zoning Board of Appeals. Prepares indices for certified records, confers with counsel, researches board records, attends court proceedings, and testifies as required.

Provides assistance when requested to the Code Enforcement Officer regarding potential actions and referrals.

Oversees U.S. Environmental Protection Agency brownfield projects. Attends meetings, and participates in budgeting and hiring of contractors. Prepares reports to EPA and Maine Department of Environmental Protection. Assists with presentations regarding such projects to the Town Council, and to various interested organizations.

Oversees the Town MS4 (stormwater) program. Works with consultants and Maine DEP, provides reports, completes field work and mapping for the program.

Prepares operating budget for Planning.

Works on special projects as directed by the Town Manager. Performs other duties as needed and assigned.

### **Required qualifications**

A four-year college degree, preferably with specialization in planning or a related field. A master's degree in planning is highly desirable.

Working knowledge of the principles, practices and applications of community planning, municipal land use planning, design and development, and transportation planning.

Successful grant-writing experience.

Working knowledge of research techniques, with strong analytical skills and the ability to carry out research projects.

Excellent oral and written communication skills, including the ability to present technical information and planning concepts clearly and effectively to a range of audiences.  
Ability to organize and facilitate group and committee discussions leading to clear and identifiable outcomes.

Ability to work with limited supervision, to organize and execute work assignments in a thorough and timely manner, to work under frequent time pressures and to be able to work on several projects at the same time.

### **Preferred qualifications**

Significant progressively responsible planning job experience.

Proficiency with GIS.

Experience working with municipalities and state agencies.

Knowledge of and experience in administration and oversight of project contracts (work-planning, invoicing, reporting, budgeting and liaising with contracted partners).

Up-to-date working knowledge of federal and state legislation, programs, regulations, and procedures related to planning.

### **Other qualifications**

Ability to establish and maintain effective working relationships with local and state officials, and partners in other public and private agencies, institutions and companies.

Ability to read technical plans related to subdivisions, site plans, etc.

Working knowledge of Esri, computer-aided design (CAD) software, etc.

### **Special requirements**

Valid Maine driver's license

American Institute of Certified Planners (AICP) encouraged

### **Work environment**

Work is performed in an office and outdoors, occasionally in cold or inclement weather and sometimes on rugged terrain.

The Planning Board meets twice monthly in the evenings. Attendance at the meetings is mandatory. The Zoning Board of Appeals meets occasionally, on an as-needed basis; it also meets in the evenings. On a rare occasion, the Planning Board will conduct a weekend site visit. The planner may be required to attend an occasional Town Council meeting in the evening.

Approved by: Anthony Wilson, Town Manager

Date approved: June 29, 2023

Reviewed: