

**Town of Natick  
Job Description**

<b>Position Title:</b>	Senior Planner	<b>Grade Level:</b>	3
<b>Department</b>	Community and Economic Development	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Director of Community and Economic Development		

**Statement of Duties**

The Senior Planner is responsible for providing professional and technical work for the Department of Community and Economic Development in areas including, but not limited to, community and land use planning (short and long-term), economic development, housing, historic preservation, transportation.

**Supervision**

Under the general direction of the Director of Community and Economic Development, the Senior Planner is expected to work both collaboratively and independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

**Supervisory Responsibility**

The Senior Planner position does not require the regular supervision of employees but may supervise the work of volunteers, interns, or consultants.

**Accountability**

The Senior Planner must be ethically responsible for their work products. Consequences of missed deadlines, document errors, or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

**Judgment**

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices. Judgment is used in analyzing specific situations to determine appropriate actions.

**Complexity**

The work consists of applying various concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

**Confidentiality**

Employee has access to confidential information obtained during the performance of the regular duties of the position.

**Work Environment**

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The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. The Senior Planner may be required to work beyond regular business hours to attend evening meetings or completing work assignments.

### **Essential Functions**

The essential functions or duties listed below are intended only as illustrations of the various type of work of the Senior Planner. 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.

- Ability to work collaboratively with businesses, landowners, non-profits, state and local officials, and community members.
- Dedicated to working with various boards and commissions to better and support the community.
- Lead and support planning, economic development, housing, transportation, and infrastructure projects.
- Identify, apply, and administer grant funding opportunities.
- Manages events, communications, and initiatives relative to planning and economic development efforts.
- Performs analyses and professional and technical support to various Town efforts, such as policy and regulation development.
- Serves as a project manager on various planning projects.
- Supports the creation and implementation of planning, economic development, housing, and transportation programs.

### **Knowledge and Abilities**

- Knowledge of general planning, economic development, transportation is required.
- Knowledge of municipal planning principles, methodologies, and functional elements, as well as the competence and experience to apply such principles to develop and implement programs and practices to guide and manage sound and effective community development effectively.
- Knowledge of M.G.L. Chapter 40A, Subdivision Control Law, and other applicable State and Federal regulations and programs.
- Ability to communicate effectively orally and in writing with state and federal agencies, engineers, land surveyors, architects, contractors, developers, property owners, supervisors, employees, and the general public.
- Knowledge of personal computer systems including, Microsoft Office and Google

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software.

- Ability to prioritize, scope, budget, establish timelines relative to project management.
- Ability and willingness to learn through continuing education opportunities.

### **Education and Experience**

- A Bachelor's degree in planning, business, public administration, engineering, or related field, and five (5) years of experience; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- A Master's degree in planning, public administration, project management, business, or related field preferred.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*