



DEPARTMENT OF PLANNING AND CONSERVATION ASSISTANT PLANNER

Unit: Non-union

Reporting To: Director of Planning and Conservation

Salary: \$1,092.56 to \$1,382.56 per week

Hours: Exempt Position, Evenings as needed for Board, Commission and Committee meetings

Application Deadline: Open Until Filled

The Assistant Planner is responsible for assisting the Director of Planning and Conservation with various planning initiatives related to zoning, affordable housing, community and economic development. Provides professional support to the Wilmington Planning Board, and assists in ensuring the goals and objectives of the Department, the supported Boards and Commissions, and the Town are met.

Essential Functions

Working under the direction of the Director of Planning and Conservation, performs the following functions:

- Receive applications for subdivisions, Stormwater management, signage, site plan, and special permits, conduct technical reviews of applications and proposals, coordinate inter-departmental reviews; communicate with applicants, abutters and the public about proposed and permitted projects.
- Provide professional support to the Planning Board; make recommendations on applications for compliance with state and local bylaws and regulations, attend Planning Board meetings and make presentations, draft decisions and approvals for the Planning Board; conduct site visits and site inspections.
- Assist the Director with planning initiatives; assist with open space and recreation planning, master planning, developing bylaws and zoning amendments, and research planning related topics.
- Assist the Director with economic development and housing initiatives; assist with developing and implementing housing production plans; reviewing affordable housing proposals and opportunities; assist with economic development research; research and assist with development of grant opportunities.
- Coordinate with planning and development organizations such as Metropolitan Planning Organization, Metropolitan Area Planning Council, the North Suburban Planning Council and others.
- Communicate effectively with developers, land owners, applicants, and the public; provide excellent customer service; provide office support to the Department.
- Other related duties as assigned.

Minimum Qualifications

- Bachelor's degree in urban; regional planning or a closely related field; and three (3) to five (5) years of closely related experience; Master's degree in planning may be substituted for experience, or any equivalent combination of education, training and experience.
- Working knowledge of the zoning by-laws, subdivision rules and regulations, applicable Massachusetts state laws, regulations and rules relative to permissible land-use.
- Ability to communicate effectively and courteously with others, orally and in writing.
- Ability to interpret complex laws, bylaws, regulations and rules, apply interpretations consistently.
- Ability to manage and complete projects independently and as a member of a team.
- Ability to utilize computers and software such as GIS and Microsoft Office Suite, etc.
- Ability to work evenings as needed to attend meetings, hearings, and public presentations.

Job Environment

Work is generally performed inside a building. Work environment is characteristic of an office environment, with even walking surfaces and generally low noise levels. Outside site visits will be required. May have occasional exposure to loud noise, inclement weather, and uneven terrain associated with the review and/or oversight of implementation of permitted projects.

Physical Requirements

Administrative work is in an office setting, involving sitting, with intermittent periods of stooping, kneeling, crouching, walking and standing. Occasionally, work may require lifting objects (up to 50 lbs.). There may be a need to stretch and reach to retrieve materials.

EOE

To Apply:

Submit completed **Application for Employment, resume and cover letter:**

via email at:

jobs@wilmingtonma.gov

or in person mail to:

Town Manager's Office

Attn: Kerry Colburn-Dion, Assistant Town Manager/ Human Resources Director

Town of Wilmington

121 Glen Road

Wilmington, MA 01887

Application for Employment, Resume and cover letter may be attached as a PDF to the email. Please note, we will not reformat or correct formatting issues if sending electronically. If submitting by email please use "Position: Assistant Planner" in the subject line.