

Shared Town Planner

The Towns of Mendon, Millville, and Uxbridge seek candidates for the full-time (40 hours/week) position of Shared Town Planner as an employee of the host Town, Uxbridge. While the Uxbridge Town Manager will provide day to day oversight for the position, the Shared Town Planner will provide technical support to each Town's Planning Board. In addition, the individual will have an opportunity to contribute to various planning projects and initiatives.

Background

Mendon, Millville, and Uxbridge are all located in the Blackstone Valley National Heritage Corridor in Worcester County. Each Town has seen an uptick in development in recent years and they require additional support from a professional and experienced Town Planner in order to manage land-use activities.

Mendon, population 5,839 (2010 census), serves primarily as a bedroom community but has seen some significant commercial development along Route 16 in recent years. Southwick's Zoo in Mendon is currently Massachusetts's largest zoo. The Mendon Twin Drive-In, one of only three drive-in theaters in Massachusetts, offers unique outdoor entertainment for visitors to the area. Mendon requires 16 hours per week from the Shared Town Planner including a Planning Board meeting every two weeks. Note that Mendon also has a full-time Administrative Assistant that works under the Planning Board and Building Department.

Millville, population 3,190 (2010 census), has an industrial heritage that played a prominent role in the development of the town. Millville grew around a succession of mills, with many neighborhoods remaining today that once provided housing for workers in the factories. Millville requires 6 hours per week from the Shared Town Planner including a Planning Board meeting every two weeks.

Uxbridge, population 13,472 (2010 census), situated in the heart of the Blackstone River historic area, was a prominent textile center in the American Industrial Revolution. By the early 20th century state and national parks developed around abandoned mills and rivers were revitalized. The Town is seeing a lot of development including old mills being restored as office or retail centers. While Uxbridge has a part-time Economic Development Coordinator that manages planning projects and a part time Administrative Assistant to the Planning Board, the Town requires 18 hours per week from the Shared Town Planner including a weekly Planning Board meeting.

Typical Duties

This position makes recommendations regarding regulations, policies and procedures involving planning and advises related boards, commissions and committees as needed in the planning areas. The successful applicant must guide Planning Boards, communicate (in writing and in person) in public settings, and facilitate and coordinate planning initiatives. The Planner may also assist with the development of short and long-term plans for the Towns.

Specific duties will include:

- ☐ Provides land-use and planning recommendations and reports to Boards, Committees, Commissions, and other municipal departments relating to project submissions and local initiatives.
- ☐ Reviews proposed development plans to ensure compliance with bylaws, subdivision rules and regulations, etc.
- ☐ Makes recommendations on development proposals, and assisting landowners and developers with the development process. Reviews performance bonds submitted by developers.
- ☐ Advises the Planning Board and/or other land use Committees on the development of zoning and other bylaw amendments, ensuring compliance with statutory requirements.
- ☐ Assists public on general inquiries relating to planning and land use. Assists individuals in person or by telephone, providing information relative to departmental procedures and responds to inquiries and mail requiring the personal attention of the department head.
- ☐ Provides technical assistance to the Planning Board in the development of plans, contributing to the development of Master Plans; Open Space and Recreation Plans; Climate Resilience Plans, Hazard Mitigation Plans, and other community-focused plans; and
- ☐ Completes administrative tasks as necessary to keep Planning Boards in compliance and on schedule. Mendon and Uxbridge will make administrative staff available.
- ☐ Performs similar or related work as required

Qualifications

The ideal candidate will be able to effectively guide each Town's Planning Board in a professional manner, working towards goals with regard to zoning, land use, housing, economic development, and always ensuring compliance with statutory requirements.

The successful applicant will demonstrate all or most of the following skills:

- ☐ Excellent communications skills, strong project management skills, and a professional demeanor
- ☐ Thorough understanding of land use principles
- ☐ Ability to research and ensure compliance with federal and state laws as well as town bylaws.
- ☐ Experience with permitting, grant writing and management, project management, environmental issues and community planning
- ☐ Ability to establish and maintain effective working relationships with local, regional, and state officials, the general public, employees, developers, and consultants.
- ☐ A task-oriented work ethic and excellent attention to detail;
- ☐ Ability to analyze and solve problems independently;
- ☐ Ability to proactively set priorities and multi-task without compromising attention to detail;
- ☐ Excellent time management skills;
- ☐ Understanding of multi-step processes and how to work within them in a team environment;
- ☐ Ability to work independently and meet deadlines while not being afraid to ask questions;
- ☐ Strong Microsoft Office skills, particularly Outlook, Excel, and Word;
- ☐ Basic working capability with Geographic Information Services (GIS) and Data Analytical skills are preferred
- ☐ General understanding or previous experience with state and federal funding programs is a plus as is experience including but not limited to those from FEMA, MEMA, DCR, DHCD, EOEEA, EPA, or USDA.

Graduation from an accredited college or university with a B.A. or B.S. degree is required, preferably in urban planning, public administration or related field with four years of planning experience or any equivalent combination of education and experience. A master's degree in planning or a related field is preferred. American Institute of Certified Planners (AICP) certification is highly desirable.

Supplemental Information

This is a full-time position with an excellent benefits package. Starting salary will range from \$55,000 to \$75,000 depending on qualifications and experience. This position is exempt under the guidelines of the federal Fair Labor Standards Act.

A resume and letter of interest should be emailed to: Jack Hunter at maraeoin03@yahoo.com. Priority will be given to applications received on or before Noon October 22, 2021. This position is open until filled. Candidates must have legal authorization to work in the USA.

Each Town is an Equal Opportunity/ Affirmative Action Employer. We assure you that your opportunity for employment will be based only on your merit, without regard to race, religion, sex, age, national origin or disability.