

## **Municipal Professional and Administrative Role: Town Planner and Special Assistant to Town Administrator**

Millville is a small community with a population of approximately 3200 residents, uniquely situated roughly 20 miles from both Worcester, MA and Providence, RI. Its convenient location, and scenic, historic, and rural character make Millville an attractive community in which to live and work.

The Town is seeking qualified and experienced applicants for this new full-time position (30+ hours per week with full benefits available). We are looking for someone capable of wearing multiple but essential hats at Town Hall.

The **Town Planner** is the department head for the Planning Office. This position works with committees, department heads and the public and is responsible for coordinating all planning activities in the town.

The position provides professional planning and land use advice, technical assistance, coordinates and advises Town boards and departments on issues relating to land use regulation and permitting, municipal planning, open space preservation, and economic development, serves as staff support to the Planning Board; reviews and evaluates all development plans for compliance, ensures plans are developed as approved; and serves as liaison to various local and regional committees on behalf of the town and/or Planning Board.

In the role as **Special Assistant to the Town Administrator** the work will be varied, from grant writing, policy writing, personnel matters, legal matters, special projects and research, Selectmen Meeting support and preparation, and assorted accounting and clerical office support as needed.

There may other tasks which would be similar in nature such as providing Assistant services to the Town's Assessor and/or other Department Heads with direct supervision by such Department Heads.

The successful candidate is expected to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with direct supervision and managerial support as necessary to ensure success, have ability to manage and juggle multiple time and task demands, and be eager to learn new skills.

A successful applicant will also have knowledge of land use planning principles and practices, as well as state and local land use legislation, procedures, codes, standards for development, and zoning issues; strong communication and interpersonal skills; proficiency in word processing, spreadsheets, and databases; and familiarity with GIS.

The position requires a Bachelor's degree and two or more years of related experience, or any equivalent combination of education and experience.

Town Administrator Special Assistant Hours are expected to be approximately 15 hours per week, other Department Head Assistant Hours are expected to be approximately 5 hours per week, and Planning Hours are expected to be roughly 10 hours per week, with 2 monthly Planning Board evening meetings. Salary to be determined depending on qualifications and experience. Please send cover letter and resume to: Town Administrator at [townadmin@millvillema.org](mailto:townadmin@millvillema.org) or by mail to 290 Main Street Millville, MA 01529. The position will remain open until filled.