



## JOB POSTING - November 28, 2016 - **Planner 1 – Office of Planning and Economic Development**

**Position Summary:** Assists the Director of Planning and Economic Development and the Assistant Director of Planning in administering the activities of the Planning Department, Board of Appeals, and License Board.

**Essential Functions:** Prepares correspondence and reports. Assists in the review of Zoning Ordinance(s), Subdivision Control Regulations, Planning Board Special Permit applications, and Site Plan Review applications. Assists in the maintenance of the Geographical Information System (GIS), including maintenance and dissemination of data and mapping. Serves as staff to the License Board. Researches applications for the Board and drafts notices and decisions. Coordinates, convenes, and represents the office at meetings. Conducts field inspections. Assists in the preparation of planning program documents and strategic projects as required. *The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the types of work that may be performed. 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.*

**Knowledge, skills, and abilities required:** Knowledge in planning, land use and zoning issues, site plan review, public infrastructure projects, environmental sustainability, economic development, and the related state and federal laws and regulations and City ordinances. Knowledge of grant policies, procedures, and methods. Ability to develop effective working relationships with city employees, elected and appointed officials, contractors, and the public; ability to communicate effectively both orally and in writing; Ability to read plans and blueprints; Ability to understand codes, regulations, and ordinances; ability to perform GIS tasks; Ability with drafting and cartography. Excellent written and verbal communication skills. Strong technical writing and presentation skills; Computer skills including MS Office, Adobe Acrobat, Photoshop, and Illustrator. Skill in Geographic Information System (GIS), ESRI/Arc View.

**Knowledge, skills, and abilities preferred:** Bilingual English-Spanish preferred; Knowledge of MGL Ch 40A, Zoning and MGL Ch41, Administration of Government, preferred;

**Experience required:** At least two years of employment experience in urban or regional planning or any equivalent combination of education and experience.

**Education, certification, licensure required:** B.A. in urban planning, government, urban geography, or other field related to urban or regional planning or any equivalent combination of education and experience.

**Supervision:** Works under the direction of the Director of Planning and Economic Development and Assistant Director of Planning and under the oversight and guidance of the Planning Board and License Board in accordance with the Board's bylaws and any other applicable municipal regulations; Exercises supervision over employees and contractors.

**Job Environment:** Work is performed under typical office setting; Work environment has a moderate noise level; Work is conducted in the field with exposure to various weather conditions; Travels regionally, tours off-premises work sites and attends evening meetings; Operates an automobile, digitizing tablet, GPS, large format plotter and scanner, computer, and standard office equipment; Makes frequent contact with the public, municipal, state and federal representatives, elected and appointed officials, businesses, property owners, consultants, board members of municipal corporations, agencies and regulatory bodies, and contractors. Has access to department-related confidential and/or sensitive information; Errors in judgment could result in delays or loss of service, injuries to others, monetary loss, and have legal or financial repercussions.

**Physical Requirements:** Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 20 pounds. Vision and hearing at or correctable to normal ranges. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

**Hours:** Full Time, 35 hour per week (Monday – Friday, 8:30 a.m. to 4:30 p.m.) and additional evenings as required.

**Employment Status:** Regular Employment; **Fair Labor Standards Act (FLSA) Status:** Exempt (salaried)

**Pay Rate:** \$41,546-\$48,331-\$55,097 (Grade 8), paid biweekly

**Employee Benefits:** City of Holyoke (Full Time)

Please send a letter and your resume by December 26, 2016 by email only ([Personnel@Holyoke.org](mailto:Personnel@Holyoke.org)) to Personnel Administrator, City Hall, 536 Dwight Street, Room #17, Holyoke, MA 01040. **The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.**