

PLANNER– ENERGY & COMMUNITY DEVELOPMENT

BASIC FUNCTIONS:

- Provides staff support and assistance to the Planning Director, the Energy Committee, the Planning Commission, and the Development Review Board.
- Provides project plan review with focus on meeting Town standards for energy efficiency.
- Conducts policy and best practice research for energy and climate change resiliency to support the planning program and overall town operations, inclusive of data collection.
- Project manager for town objectives inclusive of energy, affordable housing and other programs designed for the betterment of the community.
- Leads community engagement and education around energy efficiency and program implementation.
- Participates in select long-range planning projects, as assigned by the Planning Director.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Works with landowners, residents, business owners, and town staff in reviewing development proposals and permit applications. This includes reviewing permit applications for minor projects and preparing, or assisting in the preparation of, staff comments on major development proposals for compliance with adopted town regulations.
- Prepares maps and GIS analyses, as needed for department functions.
- Attends meetings of the Energy Committee and may attend meetings of the Planning Commission, and the Development Review Board as assigned, and provides technical assistance as requested. May occasionally be required to attend meetings of the Selectboard, or Conservation Commission.
- Works cooperatively and effectively with state and other government agencies, engineers, architects, lawyers, real estate appraisers, bankers, developers, planning consultants, and others in carrying out assigned functions.
- Prepares and distributes public hearing notices.
- Prepares grant applications and administers grants for various projects as directed.
- Management of energy projects including but not limited to preparation of requests for qualifications and proposals, contract review and vendor management for projects.
- Research and provide recommendations to municipal and regional officials on key energy implementation measures necessary to reduce energy use, increase use of renewable energy, and decrease fossil fuels use in the heating, transportation, and electricity sectors.

SUPERVISION RECIEVED:

General supervision and the assignment of projects are provided the Planning Director.

SUPERVISION EXERCISED:

No direct supervision.

QUALIFICATIONS:

Bachelor's degree in urban planning, landscape architecture, public administration, sustainability, or another closely related academic discipline, plus one to two years of relevant work experience; or a combination of education and experience from which comparable knowledge and skills have been acquired.

- Ability to use data to analyze potential impact of energy conservation strategies and communicate this information to resident volunteers and the public.
- Ability to read land surveys, topographic maps, aerial photographs, construction drawings, land development plans, and maps.
- Good familiarity with land use and site planning principles and laws.
- Excellent writing, speaking, and analytical skills.
- Excellent organizational and administrative skills.
- Ability to work cooperatively with the public, Town officials, and other Town personnel, as well as government agencies, developers, community groups, businesses, and others outside of Town government. Customer service and the ability to work with the public is a priority in this position.
- Hands-on GIS capabilities.

This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.