

CITY OF FALL RIVER

JOB POSTING

The City of Fall River, City Planning Division has following vacancy

Date: July 13, 2021
Title: Assistant Planner (union AFSCME)
Salary: \$2,229.32 bi-weekly
Hours: Monday through Friday 9:00am to 5:00pm

Please submit your letter of interest and resume to Madeline Coelho, Human Resources Director, One Government Center, Fall River, MA 02722 or e-mail to mcoelho@fallriverma.org open until position is filled.

JOB DESCRIPTION:

Under the direction of the City Planner, the Assistant Planner shall perform professional level planning work in the areas of master planning, zoning, subdivision administration, environmental planning, site plan review, and other related technical assistance projects for the City.

ESSENTIAL FUNCTIONS:

- Essential functions involve the performance of duties of considerable complexity and difficulty, as well as applying professional planning principles to a variety of municipal planning projects and providing efficient, effective and responsive service to various City departments and to the general public. Work must be performed in conformance with City policies and procedures and in conformance with the directives of the City Planner. Work and overall performance is subject to periodic review by the City Planner and the City's Administration.
- Under the supervision and direction of the City Planner, the essential functions of the Assistant Planner position include the following:
- Providing technical and administrative assistance (sometimes including attendance at meetings) for the various Boards and Commissions that fall under the purview of the Planning Department, including the Zoning Board of Appeals, the Planning Board, the Conservation Commission, the Site Plan Review Committee, the Historical Commission and the Licensing Board.
- Assisting in identifying and preparing proposals for programs that will help to further City planning initiatives and assist in developing solutions to local problems.
- Developing methodologies and procedures required to complete various projects and implementing those methodologies and procedures, as needed.
- In some instances, assuming full responsibility of a research or planning project.
- Preparing written reports, including tables, charts and graphs to convey results, findings and conclusions of phases of projects or entire projects for which he or she is responsible.
- Assisting with implementation of the City's Master Plan and the City's Open Space and Recreation Plan and assisting with updating those Plans, as required.

- Monitoring ongoing projects for compliance with the applicable local and state regulations.
- Assisting with identifying potential sources of grant funding for special projects, assisting with the drafting of grant applications, and administration of grants awarded to the City's Planning Department.
- Communicating and coordinating with other City departments, state and federal agencies and the general public on matters related to projects and/or assignments in which he or she is involved.
- Providing technical assistance and guidance to other City departments, as requested, related to solving planning problems and/or carrying out planning initiatives.
- Conducting site visits to verify compliance with zoning, subdivision, conservation, site plan and other requirements.
- Other duties reasonably related to the foregoing as may be assigned by the Planning Director.

MINIMUM QUALIFICATIONS:

Thorough knowledge of modern methods and practices of planning, as applied to a variety of projects, with particular emphasis on zoning and subdivision administration; ability to develop proposals and scopes of work for planning and research projects of a technical and complex nature; ability to write reports and present complex data in a clear and concise manner; ability to establish and maintain cooperative and harmonious working relationships with other City employees and the general public; a positive "can-do" attitude and willingness to assume responsibility for various projects; ability to take action independently and to make well-informed decisions; knowledge of potential job hazards and ability to enforce observance of necessary safety precautions; ability to communicate clearly both orally and in writing; ability and willingness to work additional hours as required by way of attendance at evening meetings, including, but not limited to, the Zoning Board of Appeals, Planning Board, Conservation Commission, Licensing Board, Historical Commission and City Council; and ability to become familiar with all applicable local and state regulations.

Graduation from an accredited four-year college or university with a degree in city planning, urban design, engineering, landscape architecture, conservation or a related field and two years of full-time paid experience in municipal, state or regional planning or a related field, or equivalent combination of education and experience. Membership in American Planning Association required. Must commit to becoming certified by American Institute of City Planners within a time to be agreed upon. *Equal Opportunity Employer*