

Town of Bowdoinham

Job Description

TITLE: Director of Planning & Development **DEPARTMENT:** Planning & Development

Work Schedule: Salaried position, 40 hours per week

FLSA: Exempt

Revised: 9/17/2019

Approved:10/22/2019

The Director of Planning & Development is responsible for administrative and specialized technical work in planning, directing and managing a program of community and economic development for the Town of Bowdoinham. This position also serves as a Code Enforcement Officer and Licensed Plumbing Inspector.

REPORTS TO:
Town Manager

SUPERVISES:
Part – time Code Enforcement
Officer/LPI

General Expectations and Position Summary:

The person filling the position must:

1. Be committed to the vision statement of the Town.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Town staff and members of the public.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Possess a valid driver's license.
9. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

This position is responsible for developing and maintaining a community development program to encourage community improvement activities. The employee has considerable responsibility for the development and initiation of the Town's Economic Development Program. The position is responsible for administering and enforcing the Town's Land Use Ordinance, related ordinances and state codes and statutes.

General Duties & Responsibilities:

The Planning & Development Director:

1. Maintains liaison with various state and federal agencies; coordinates projects with other agencies such as FHA, HUD, Maine Department of Economic and Community Development, Midcoast Economic Development District, and the Maine State Housing Authority.

2. Prepares and administers the departmental budget and monitors project budgets.
3. Prepares grant proposals and applications, contracts and other necessary documents as may be required.
4. Prepares reports such as grant progress and performance, housing assistance plans, financial assessments, project budgets, economic and community development progress and assessments.
5. Performs public relations activities for specific projects such as holding press conferences, conducting public meetings, writing press releases and speaking to civic organizations.
6. Staffs and assists the Planning Board with general activities and projects.
7. Manages and directs planning operations to achieve goals within available resources.
8. Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations.
9. Provides professional planning and land use advice to Town officials, boards and committees.
10. Develops and implements plans for growth management, land use, economic development and other plans and codes to meet the Town's needs.
11. Evaluates land use proposals to ensure compliance with applicable Town, state and/or federal laws.
12. Responds to citizen inquiries about land use regulations and ordinances and educates the public about land use regulations.
13. Maintains Land Use Map and text.
14. Receives, reviews and issues building permits, land use permits, change of use permits, sign permits and plumbing permits.
15. Reviews building and plumbing plans for compliance before issuing permits.
16. Makes inspections of permitted projects.
17. Works with applicants on projects to ensure applications are complete, accurate and appropriate for Planning Board review.
18. Coordinates Town events and produces the Bowdoinham News.

19. Investigates complaints of possible code violations, including building, plumbing, sanitation and land use. Initiates appropriate action to ensure compliance as necessary.
20. Attends, Planning Board, Comp Plan committee, Community Development Advisory Committee and other committee and board meetings as required.
21. Performs other related tasks as assigned.

Physical Requirements:

The physical requirements described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk and use hands to operate a standard computer keyboard.

The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites during outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

Desired Minimum Requirements:

Education and Experience:

1. Graduation from an accredited four-year college or university with a degree in planning, community development, business or public administration, structural design, or a related field. OR
2. Graduation from an accredited two-year college or university with a degree in planning, community development, business or public administration, structural design, building construction or a closely related field, and two (2) years of related experience.

Desirable knowledge, skills and abilities:

1. Considerable knowledge of state and town land use ordinance provisions and the ability to interpret those provisions. Considerable knowledge in the formation, process of adoption and enforcement of land use ordinances
2. Considerable knowledge of planning programs and processes.
3. Knowledge of the laws and regulations pertaining to community development programs.
4. Ability to analyze community improvement needs and to plan and coordinate community development activities.
5. Knowledge of federal and state grant programs and processes from application through evaluation.
6. Ability to establish and maintain effective working relationships with state and federal agencies, other agencies and organizations, town officials, employees and the general public.
7. Knowledge of business and economic development.
8. Ability to communicate effectively, verbally and in writing with architects, contractors, developers, owners, employees, town officials, and the general public.
9. Considerable knowledge of approved methods and materials used in building construction and plumbing repair and installations.
10. Ability to recognize code violations and to take appropriate enforcement action.

Necessary Special Requirements:

1. Must possess a valid motor vehicle operator's license.
2. Must possess, or obtain within six months, the required state certifications under 30-A M.R.S.A. § 4201 – 4204, and 30-A M.R.S.A. §4451.