

**Town Planner**  
(\$52,000 - \$70,000)

Exempt  
Non-essential

The purpose of this class within the organization is to participate in advanced, highly-complex professional planning activities, including document and design review, interpreting and explaining zoning regulations to the public, data analysis, and assisting with coordination of the Geographical Information System.

This class works with minor supervision, independently developing work methods and sequences. Reports directly to the Community Development Director.

**Duties and Responsibilities:**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

**Essential Functions:**

- Performs and manages complex and sensitive professional planning projects, research and analysis.
- Manages specialized planning functions such as large-scale new development proposals and rezoning.
- Assists and responds to town residents with zoning issues/questions providing guidance and recommendations.
- Supports staff (including other departments) with GIS analysis and maps.
- Serves as staff representative for boards and/or commissions as assigned; completes staff reports.
- Perform all other related duties as assigned.
- Assists with building permit applications; interprets the Town Code and Zoning Determinations as applies to building permits.
- Assists with Certificates of Occupancy for residential homes and commercial properties; reviews plats to ensure all zoning requirements are met; notifies developer of compliance of the Town Code.

**Additional Duties:**

- Assists with subdivision applications for plan review meetings.
- Assists with demolition plans; ensures that all required utilities are capped off.
- Advises the Community Development Director on all planning-related matters.
- Attends evening meetings.
- Maintains positive relations with co-workers and customers.
- Performs related work as assigned or necessary.

**Responsibilities, Requirements and Impacts Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Analyzes and systematically compiles technical and statistical information to prepare technical reports.

**People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Interacts with other staff to carry out assigned projects. Establishes and maintains effective working relationships with associates and the general public.

**Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Participates in budget preparation and administration, monitors and controls expenditures

**Communications Requirements:**

Reading comprehension to understand technical and legal materials. Presents technical information clearly.

**Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Interprets various laws, rules and regulations. Is responsible for guiding others, requiring frequent decisions affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

**Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures. Capable of managing multiple, high-priority assignments.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on an occasional basis.

**Minimum Training and Experience:**

Bachelor's degree or a combination of education and experience equivalent to a Bachelor's and, preferably, a Master's degrees from an accredited college or university with major course work in urban planning or related field. A prefer 5 years of progressive experience in professional planning work.

**Special Certifications and Licenses:**

Valid State driver's license.

The Town of Dumfries is an Equal Opportunity Employer. ADA requires the Town of Dumfries to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.