



**City of Holyoke**  
**Office of Planning and Economic Development**  
**Full-Time Planner I**  
**JOB POSTING – November 14, 2022 - January 10, 2023**

**Position Purpose:**

Provides assistance to the Director of the Office Planning & Economic Development (OPED) and Assistant Director of Planning in administering the activities of the Planning Department.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various 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.)*

- Assists the Director and Assistant Director of Planning in administering the activities of the Planning Board, Board of Appeals and License Board; prepares correspondence and reports as required.
- Assists in the review of Zoning Ordinance(s), Subdivision Control Regulations, Planning Board Special Permit applications, Site Plan Review applications and knowledge of marijuana-related topics.
- Assists in the maintenance of the Geographical Information System (GIS) efforts under the direction of the Assistant Director of Planning, including: maintenance and dissemination of data from the GIS, mapping, and related work.
- Represents the Office of Planning & Economic Development, and the City of Holyoke at meetings, committees, workshops, seminars, and other related activities.
- Coordinates, convenes, and attends meetings related to projects; conducts field inspections with relevant staff and project representatives.
- Assists in the preparation of planning program documents and strategic projects as required.
- Performs similar or related work as required, directed, or as the situation dictates.
- Additional responsibilities may include supporting the work of the Planning Board and other boards and commissions under the OPED office as well as interdepartmental projects related to planning and mapping.
- Performs all other related work as required.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Minimum of a Bachelor's Degree in urban planning, government, urban geography, computer mapping (GIS) or other related fields closely related to urban or regional planning and at least two years of paid professional experience in urban or regional planning; or any equivalent combination of education and experience. Spanish language proficiency preferred.

Knowledge, Ability and Skill:

Knowledge: Knowledge in planning, land use and zoning issues, site plan review; Knowledge of current ESRI/ArcView software; knowledge of related state and federal laws and regulations, and City Ordinances, knowledge of MGL Ch 40A, Zoning and MGL Ch41, Administration of Government, preferred. Working knowledge of computer equipment and software.

Ability:

Prepares routine to complex correspondence and reports utilizing computerized office applications. Ability to develop effective and constructive working relationships with staff, other 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; database creation; ability with drafting and cartography. Ability to work with interruptions.



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**Skills:**

Excellent written and verbal communication skills. Strong technical writing and presentation skills; proficient computer skills including MS Office, Adobe Acrobat, Photoshop, and Illustrator; Skill in Geographic Information System (GIS), ESRI/ArcView.

**Supervision:**

**Supervision Scope:** Performs complex and responsible duties requiring initiative and independent judgment in the planning, administration and execution of the department's services.

**Supervision Received:** Works under the administrative direction of the Director of Planning and Economic Development and Assistant Director of Planning, under the oversight and guidance of the Planning Board in accordance with the Board's bylaws and any other applicable municipal regulations.

**Supervision Given:** Exercises technical and administrative supervision over full and part time employees and contract employees as needed, pertaining to specific tasks or projects. Provides assistance to the Director and Assistant Director of Planning in administering the activities of the department and exercises, including overseeing work by Department Clerk(s) and interns and/or seasonal staff.

**Job Environment:**

- Work is performed under typical office settings; work environment is moderately noisy; work is conducted in the field with exposure to various weather conditions; travels regionally, tours off-premises work sites and attends evening meetings as necessary.
- Operates an automobile. Operates computer, telephone, copier, facsimile machine, digitizing tablet, GPS, large format plotter and scanner and other standard office equipment.
- Makes frequent contact with the general public; municipal, state and federal representatives; elected and appointed officials; businesses; property owners; consultants; various professionals; board members of municipal corporations; and, agencies and regulatory bodies as well as contractors and subcontractors. Contacts are in person on site as well as off site, by phone, email, virtually and in writing and via various stakeholder meetings, hearings, and other events.
- 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.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Fair Labor Standards Act (FLSA) status:** Exempt (Salary)

**Employment status & Hours:** Regular Full-Time employment, 35 hours per week, Monday-Friday 8:30am-4:30pm Occasional evening meetings.

**Pay Rate:** Planner 1: \$47,930.18-\$63,387.66 Grade 8, Professional Supervisors Association (PSA)

Please send your letter of interest and your resume by email to [personnel@holyoke.org](mailto:personnel@holyoke.org).

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.