



Job Posting– October 2, 2020
Deadline- Open until Filled
Full Time-Planner II
Office of Planning & Economic Development

Position Purpose:

Provides assistance to the Director of Planning & Economic Development and Assistant Director of Planning in administering the activities of the Planning Department, Board of Appeals, and License Board; performs all other related work as required.

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.)

- Provides assistance and recommendations to the Mayor, City Council, and other City Departments and Boards on matters related to City planning and implementation of the City's plans and strategic initiatives.
- 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, and Site Plan Review applications.
- 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.
- Serves as staff to the License Board; researches applications for the Board; drafts notices and decisions.
- Represents the Office of Planning & Economic Development, and the City of Holyoke at both on-site 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.
- Prepares and manages planning efforts, strategic projects and grants as required.
- Performs similar or related work as required, directed, or as the situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Urban Planning, government, urban geography or other field closely related to urban or regional planning. Master's Degree preferred. Minimum of three years of experience in urban or regional planning or a Master's Degree in one of the above subjects and one year of experience in urban or regional planning.

Knowledge, Ability and Skill:

Knowledge: Knowledge in planning, land use and zoning issues, site plan review, public infrastructure projects, environmental sustainability and economic development. Knowledge of related state and federal laws and regulations and City ordinances. Knowledge of grant policies, procedures and methods. Working knowledge of computer equipment and software. Knowledge of MGL Ch 40A, Zoning and MGL Ch41, Administration of Government, preferred.

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. Spanish language proficiency preferred.

Physical Requirements:

This position is regularly required to walk, stand, sit, talk, and hear; handles, feels or operates objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 20 pounds. Vision and hearing at or correctable to normal ranges.

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 and License 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 setting; 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.
- 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 sub-contractors. Contacts are in person on site as well as off site, by phone, email 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.

Employment Status & Hours: Regular Full Time, Generally, Monday – Friday, 8:30 a.m. to 4:30 p.m. Work hours may vary dependent upon needs of the position. This may include but is not limited to evening meetings.

Fair Labor Standards Act (FLSA) Status: Exempt

Pay Rate: \$47,780.98-\$64,505.33/annually (Professional Supervisors Association)

Employee Benefits: Health, Dental, Life & Short-Term Disability Insurance and Flexible Spending Account (FSA)

To apply, please send resume & letter of interest to: Personnel@holyoke.org

The 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.

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