

Town of Brunswick
Position Description
FLSA: Exempt

Position Title: Director of Planning and Development

Department: Planning and Development

Reports To: Town Manager

GENERAL SUMMARY:

This is a highly responsible department head position, and a member of the Town's senior management team. This position is responsible for directing the land-use planning, codes enforcement, and related functions of the Town. The position requires proficiency in modern land use planning principles and practices; ordinance development and enforcement; personnel, project, and budget management; and significant analytical, communication, public presentation, and consensus-building skills. The director functions with considerable independence and latitude in accordance with established policies and procedures, and general direction from the town manager.

ESSENTIAL FUNCTIONS:

- Directs the preparation, implementation, and the evaluation of plans and planning policies. Leads in the development of the comprehensive plan and other significant planning documents. Selects, or assists in the selection of, policy objectives from potentially diverse policy alternatives, through consensus building techniques and public participation.
- Directs collection and analysis of data on land use, population, natural resources, transportation, and other subjects relevant to planning goals and department responsibilities.
- Directs the development, amendment, interpretation, and enforcement of the zoning ordinance and ordinances regulating other uses and activities.
- Directs the development, amendment, interpretation, and enforcement of codes relating to construction, plumbing, electrical, and life safety.
- Directs the interpretation and enforcement of applicable state and federal statutes, and regulations, relating to the development, land use, and other related activities.
- Directs or assists in development and amendments to impact fees designed to assist with the financing of costs related to growth and economic development. Participates in development and administration of tax increment financing (TIF) districts.
- Develops, or assists in developing, strategies designed to achieve the policies and objectives stated in the comprehensive plan, and other adopted plans. Those plans address, but are not limited to, the following: the desired patterns of growth, the sustainability of an attractive and viable downtown, the promotion of livable

neighborhoods; the protection of coastal areas and natural resources; the promotion of a diverse and healthy economy, and the preservation of the community's historic heritage.

- Monitors national and state-wide developments in planning and economic and community development. Evaluates their impact on programs and operations. Advises the town manager and town council on development and land use matters and trends. Implements departmental process improvement where warranted.
- Directs or conducts on a regular basis, the analysis and evaluation of programs, leading to making recommendations for program enhancement updates. Proactively develops and institutes new programs.
- Directs staff and/or coordinates the Town's staff review committee, in the review of subdivisions, site-plans, development, land-use and similar applications.
- Directs the review of building and related permit applications, responses to complaints, and processing of appeals.
- Staffs the Planning Board and various other boards, commissions, and committees, or directs the staffing of these as appropriate. Attends a substantial number of evening and occasional weekend meetings.
- Directs the day-to-day departmental operations and staff, including, but not limited to: hiring/firing, scheduling, supervision, performance evaluation, coaching and counseling, employee development.
- Prepares departmental revenues and expenditure budgets. Manages departmental appropriations, expenditures, and revenues; anticipates challenges and adjusts accordingly. Reviews and recommends adjustments in application and permit fees.
- Directs the solicitation, selection and management of a wide variety of contracted and consultant services.
- Directs departmental and assigned projects to ensure timely and effective completion in accordance with budgetary constraints and project requirements.
- Identifies and evaluates grant opportunities and develops grant proposals. Administers grants to ensure compliance with the conditions of the award.
- Represents the Town and department before various boards, commissions, organizations, including state and federal agencies. Interprets the department's codes, regulations, plans, policies, and functions for officials, organizations and the public. Explains the significance and function of town-wide or neighborhood-based plans. Responds to inquiries.
- Represents the Town in regional planning efforts and, at the direction of the town manager, serves as a voting member of those organizations.
- Serves as chief spokesperson for the department, and assumes responsibility for public awareness and media relations through public speaking engagements, press releases, and interviews.
- Maintains personal professional development in own field of expertise by attending training seminars and actively participating in professional associations.
- Directs the design, implementation and evaluation of the department's records management system to facilitate department functions in an effective and efficient manner.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Degree in land-use planning, urban planning or policy, or in a related field, plus at least five (5) years of planning and administration experience, or equivalent combination of education and experience that allows for the effective performance of the position requirements. AICP certification and/or advanced academic credentials preferred.
- Advanced knowledge of modern land use planning principles and practices; and of current federal, state and local land use planning and environmental regulation, and the ability to apply such knowledge.
- Knowledge and familiarity with concepts and best practices relating to such topics as demographics, sustainable land use management, transportation, solid waste management, stormwater management, soils evaluation, and hydrogeology.
- Considerable ability to analyze complex planning and community development issues and problems, evaluate alternative solutions and develop sound conclusions; exercise sound, expert independent judgment within general policy guidelines; and to make recommendations regarding appropriate courses of action.
- Considerable ability to evaluate existing and proposed subdivision and site plans to determine their short and long-term fiscal, economic, social, and environmental impacts.
- Considerable ability to analyze and interpret laws, ordinances, rules and regulations.
- Knowledge of real estate terminology, laws, practices, principles, and regulations.
- Skill and background in community consensus-building and problem-solving.
- Familiarity with impact fees, tax increment financing , growth management, and economic development tools.
- Considerable knowledge and application of personnel management skills, including supervision, performance evaluation, and personnel recruitment, retention, and development. Ability to lead, motivate, and direct the activities of department personnel.
- Expertise and skill in the management of complex and long-term projects in order to complete them in a timely, efficient, and effective manner. Skill in establishing priorities, organizing work and developing short-term and long-range plans.
- Expertise and skill in the various stages of the grant process, including development, writing, and administration.
- Considerable knowledge of budget preparation and administration, and the ability to effectively prepare and monitor budget allocations and the efficient use of financial resources.
- Sufficient knowledge of financial concepts in order to effectively evaluate plans and proposals that contain financial and economic data or implications.
- Excellent ability to communicate complex ideas and concepts effectively, both orally and in writing, including the ability to prepare and provide clear presentations to a variety of organizations and audiences.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and other written materials; Ability to understand, interpret, explain and apply federal, state and local law and regulations governing land use planning and community development.

- Knowledge of the federal and state legislative process and ability to keep up to date on legislation.
- Ability to establish and maintain effective working relationships with the general public, public officials, administrators, employees, public and private organizations and businesses.
- Proficiency in personal computer usage including word processing, database and spreadsheet software (preferably Microsoft Office). An understanding of Geographical Information Systems (GIS) and their effective use in a planning or codes enforcement environment.
- Excellent records management skills and the ability to maintain confidentiality.
- Valid Maine Driver's license.

SUPERVISORY RESPONSIBILITIES:

- Administrative Assistant
- Town Planner
- Codes Enforcement Officer
- Building/Codes Inspector

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment. Minimal physical effort required; normally seated with freedom of movement on a regular basis, operating office machines and handling light materials and supplies. Regularly operates a desktop computer, requiring hand-eye coordination and finger dexterity; and routinely communicates face-to-face and on the telephone. Frequent extended hours and evening meetings. Work involves occasional travel and off-site meetings.

The essential functions listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment. This job description is subject to change by the Town of Brunswick as the needs of the Town and requirements of the position change.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

SIGNED: _____

DATE: _____