City of Peabody
Department of Community Development and Planning
City Hall • 24 Lowell Street • Peabody, Massachusetts 01960 • Tel. 978-538-5706 • Fax 978-538-5987

City Planner Position

The City of Peabody seeks a motivated and creative land-use planner to join its comprehensive planning team. This is a progressive, fast-paced, and varied planning department.

Duties include reviewing plans under site plan review process, assisting in the implementation of the City's Master Plan, staffing one or more Boards/Commissions (Zoning Board of Appeals, Planning Board), and reviewing zoning amendments. Work schedule follow that of the City Hall Monday through Friday.

Successful applicant should have knowledge of comprehensive planning and zoning and be able to read site plans. Demonstrated practical experience in the community planning process and its component project management activities preferred. Other desired abilities include excellent writing, speaking and communication skills, and computer proficiency including GIS.

Qualifications:
Education: BS/BA in Planning, Urban Studies, Landscape Architecture or a related field.
Experience: One (1) year of public or private experience in planning.
A Master's Degree in the planning field may substitute for experience.
This position requires a solid theoretical basis gained through education as well as practical experience, and knowledge of community planning and infrastructure.

Applicants send resume and cover letter to: Director of Human Resources, City of Peabody, 24 Lowell Street, Peabody, MA 01960. Fax: 978-538-5982; e-mail cathy.trombley@peabody-ma.gov. The City is an AA/EOE. Starting salary range $47,000 – 49,000. Applications will be accepted thru 12/19/14.

CITY of PEABODY
Position Description
City Planner

Summary Statement of Duties:
The City Planner is responsible for developing comprehensive plans and programs for utilization of land and physical facilities. The position will review applications, prepare recommendations and may draft decisions relative to zoning relief applications, site plan review applications and design review applications in fulfilling requirements as set forth in M.G.L. Chapter 40A and Chapter 41.

Supervision Required:
Work under the direction of the Assistant Director of Planning.

Supervision Exercised:
None. Will work with support of department administrative staff.

Essential Functions:
Compile and analyzes data on economic, social, and physical factors affecting land use, and prepares narrative reports on data. Evaluate environmental impact reports applying to specified projects. Assist in implementation of the City's Master Plan.

Confer with local authorities, civic leaders, and land planning and development specialists to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses.

Recommend governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal.

In land use applications: interact with applicants, assess the completeness of applications, track document distribution, and manage case schedules and reviews in consultation with Departments and Boards.

Oversee the administrative functions associated with land use applications in accord with statutory procedural requirements including filing of application, notice, public hearing, and decision, and record keeping. Compare progress of applications to established schedules, and advise the Director regarding any concerns with progress.

Develop a thorough understanding of Chapter 40A and the Peabody Zoning Ordinance, Subdivision Regulations, and other land use documents to provide technical support to applicants and staff.

Prepare draft review reports, recommendations, and case decisions for the review and approval of the Assistant Director of Planning on Special Permit, Variance, Site Plan Review, Design Review and Administrative Appeal applications.

Coordinate and collaborate with Department staff and other City Departments to solicit and organize case review comments on Special Permit, Variance, Site Plan Review, Design Review and Administrative Appeal applications.

Communicate with Department staff, other City Departments and City Boards, Applicants, Attorney, Architects, Engineers and residents to provide relevant information on zoning relief cases, and development projects of joint interest.

As assigned, may attend meetings of the Planning Board, Zoning Board of Appeals, Conservation Commission, Historic Commission, and Traffic Commission for informational and technical support. On occasion, record minutes of meetings when regular administrative staff is otherwise unable to attend.

Provide technical support in the review of city land use regulations; coordinate and document revisions to the land use regulations, including the zoning ordinance and maps.

Other Duties & Responsibilities:
As directed, may provide direct service in inter-community and regional planning initiatives.

Qualifications:
Education: BS/BA in Planning, Urban Studies, Landscape Architecture or a related field.
Experience: One (1) year of public or private experience in planning.
A Master's Degree in the planning field may substitute for experience.
This position requires a solid theoretical basis gained through education as well as practical experience, and knowledge of community planning and infrastructure.

Skills:
Ability to read, analyze, and interpret technical journals, financial reports and legal documents.
Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Hearing and responding verbally in conversation and by phone is required. Vision for reading from a variety of texts and formats.
Ability to meet and deal effectively with local, state and federal government agencies, and the general citizenry and the business community toward project completion.
Ability to effectively present information to top management and/or boards.
Ability to work with mathematical concepts.
Ability to define problems, collect data, establish facts, and draw valid conclusions.
Very good writing and communication skills.

Work Environment:
The work environment is both office work and site visit requirements. In site visit, may be required to walk various landscapes, climb stairs and be ambulatory without impediment. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.
The noise level in the office work environment is usually quiet.

kpb: 11/20/14