



## BARNSTABLE COUNTY JOB DESCRIPTION

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| <b>Title:</b> Community Development Planner | <b>Classification:</b> Cape Cod Commission |
| <b>Department:</b> Cape Cod Commission      | <b>Grade:</b> 9                            |
| <b>Reports to:</b> Chief Planner            | <b>FLSA Status:</b> Exempt                 |
| <b>Effective Date:</b> August 1, 2019       | <b>Union Status:</b> Non-represented       |

### Summary

Professional, technical and administrative work supporting the mission of the Cape Cod Commission by providing assistance on a range of regional and local planning projects including community outreach in the areas of economic development and affordable housing; 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.*

Works collaboratively as part of a team and leads multi-disciplinary team projects to address critical regional issues and needs around growth, housing, economic development, land use and the environment. Provides planning and technical assistance on a wide range of community development projects to regional and local officials and stakeholders. Encourages and supports efforts to plan for healthy, vibrant communities, housing and community development, while balancing the natural and human built environments.

May provide targeted assistance on affordable and other housing issues. Promotes a mix of housing types for a broad cross-section of Cape residents and incorporate mixed use and smart growth development principles with access to jobs and services. May act as the Commission's Affordable Housing Specialist.

May provide targeted assistance on economic development issues including development and implementation of the region's Comprehensive Economic Development Strategy. Monitors and analyzes economic and environmental trends and interprets indicators. May act as the Commission's Economic Development Officer.

Assists with development of the Regional Policy Plan and Local Comprehensive Plans; provides comments on Comprehensive Permit Applications for affordable housing projects; reviews and comments on Developments of Regional Impact (DRIs); may participate in the negotiations of conditions for DRI permits.

Participates in public forums, workshops and conferences; makes presentations; facilitates discussions regarding community development issues affecting the region. Develops grant and other funding proposals.

Monitors state and federal policies and programs. Researches and issues updates on the progress of the region in reaching its goals. Develops and maintains working relationships with local, regional, state and federal officials. Maintains working environment conducive to positive morale, quality, creativity, and teamwork.

Performs similar or related work as required, or as situation dictates.

### Supervision Received and Exercised

Works under the general direction of the Chief Planner. Employee functions independently, with limited supervision and exercises independent judgment in the daily performance of duties. Employee may provide direction to others in areas of expertise and may exercise supervision over employees' work on specific projects in a project management capacity.



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### Qualifications

#### Education and Experience

Bachelor's Degree from an accredited college or university in public administration, community development, urban or regional planning/design or related field; Master's Degree preferred; minimum of five years of experience in community development, land use planning controls, housing or economic development planning; or an equivalent combination of education and experience.

Knowledge of: Massachusetts General Laws governing land development and other land use regulations, environmental issues, zoning, finance and capital planning; State and Federal programs relating to housing; the Cape Cod environment, landscape architecture, graphic and architectural design helpful.

Ability to: analyze problems, identify solutions and make and implement recommendations; establish and maintain effective working relationships with board and committee members, officials and the general public; exercise considerable tact, persuasiveness and resourcefulness; communicate effectively orally and in writing; understand the region's political environment and sensitivities; work on and manage multiple projects within the same timeframe; recognize Commission and regional priorities and work cooperatively and collaboratively to support their accomplishment.

Skill: writing, public speaking/presentation, analytical, organizational, interpersonal/collaborative communication, facilitation and negotiating; computer skills that encompass effective use of word processing, spreadsheet, project management, presentation, email and internet browser software; graphic design skills helpful.

Required Licensing/Certification: A valid U.S. Driver's License

#### Job Environment

Most work is performed under typical office conditions with moderate noise; some work is performed outdoors under varying weather conditions; occasionally required to attend evening/weekend meetings. The volume of work is sometimes affected by funding deadlines and other time constraints. Operates a computer and general office equipment; operates an automobile.

#### Physical Requirements

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort required; occasional light physical effort required when conducting field inspections including ascending/descending stairs and maneuvering uneven terrain; may be required to move/transport up to 25 pounds such as boxes and books. Ability to operate a keyboard and standard office equipment at efficient speed. Frequently conveys department information at meetings and with the public. Operates automobile to perform County-wide travel to transact business.

*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.*

*Equal Opportunity/Americans with Disabilities Act Employer*