



BARNSTABLE COUNTY JOB DESCRIPTION

Title: Planner II	Classification: Cape Cod Commission
Department: Cape Cod Commission	Grade: 9
Reports to: Chief Planner	FLSA Status: Exempt
Effective Date: July 1, 2023	Union Status: Non-represented
Job Class: 1327	Location: CCRE

Summary

Professional and technical planning work supporting the mission of the Cape Cod Commission by providing assistance on a range of projects and a particular expertise (natural resources, wetlands and wildlife preservation, historic preservation, open space and recreation, hazardous waste management planning, landscape, and land use or any other special area) and technical assistance to towns and the general public on general planning and regulatory issues affecting Cape Cod; 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 technical assistance and information to town officials, developers and the public concerning planning, design and natural systems issues in areas of specialization. Assists other staff members in the areas of special expertise.

Compiles and disseminates information on the Cape's resources, issues, problems and opportunities in the planner's area(s) of expertise.

Maintains liaison with local, regional and State agencies and private or semi-public organizations with respect to programs in the special areas of expertise impacting the region; serves as liaison to towns on the development and implementation of local community plans.

May perform primary technical analysis for certain aspects of the Commission's regulatory review of development proposals such as site and building design, lighting, landscape architecture, etc. as background and expertise allows. May participate in the negotiations of conditions for DRI permits.

Develops and maintains working relationships with local, regional, state and federal officials. Maintains working environment conducive to positive morale, quality, creativity, and teamwork.

Provides assistance in development of Commission plans, policies and regulations. Develops grant applications and designs programs and projects in the areas of specialized expertise.

Makes presentations; facilitates discussions.

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

Supervision Received and Exercised

Works under the general direction of the Commission's Chief Planner, and collaboratively with other Commission staff. Employee functions independently with limited supervision. Specific problems are referred to supervisor when clarification or interpretation of policy or procedures is required. Employee may provide direction to others in areas of expertise and may exercise supervision over employees' and consultants' 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 planning, urban design, environmental science/design, or related field and three years of experience in land-use planning, or design-related field; Master's Degree preferred; or an equivalent combination of education and experience.

Knowledge of: the principles and practices of comprehensive land use planning, zoning, Massachusetts General Laws governing land development and other land use regulations helpful. Knowledge of the Cape Cod environment, planning, landscape architecture, architectural design and land use helpful. Extensive knowledge in a specialty area, such as natural resources, wetlands and wildlife preservation, historic preservation, open space and recreation, hazardous waste management planning, landscape and architectural design and land use or other subject matters.

Ability to: interpret complex technical and scientific information and translate for public officials and the general public to guide informed decision making; plan, organize, analyze problems, formulate recommendations, and prepare reports; establish and maintain effective working relationships with a variety of public and private groups including local, state, and federal elected officials; understand the region's political environment and sensitivities; 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; discretion and resourcefulness; computer skills that encompass effective use of word processing, spreadsheet, project management, presentation, email and internet browser, graphic/design, and geographic information systems (GIS) software.

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

Job Environment

Most work is performed under typical office conditions with moderate noise; occasionally required to attend evening/weekend meetings. The volume of work is sometimes affected by 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 maneuvering stairs and uneven terrain; may be required to move/transport up to 25 pounds. Position requires the ability to operate a keyboard and standard office equipment at efficient speed and view computer screens for an extended period of time. The employee is frequently required to convey information to the public. Operates motor vehicle to attend County-wide meetings.

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