



BARNSTABLE COUNTY JOB DESCRIPTION

Title: Community Design Planner	Classification: Cape Cod Commission
Department: Cape Cod Commission	Grade: 8
Reports to: Chief Planner	FLSA Status: Exempt
Effective Date: November 20, 2019	Union Status: Non-represented

Summary

Professional, technical and administrative work supporting the Cape Cod Commission's regional land use planning mission including graphic, visualization and planning services, community outreach initiatives and related technical assistance to 15 Cape Cod towns; 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 with municipal and regional officials and county staff in providing comprehensive community design, graphic design, and visualization products and services and in the development of new regional tools for engaging the community in regional issues.

Participates in multi-disciplinary Regional Economic Strategy Executive Team (RESET) projects across the region providing support and recommendations to municipalities.

Provides assistance on planning and community development projects with towns, interested parties, consultants, Commission members and staff for assigned projects.

Prepares reports, studies, illustrations, and plans as necessary in the course of planning and community development projects.

Assists Planning Department with implementation strategies for targeted regional and local economic centers, including grant applications.

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.

Assists Commission employees in accessing and utilizing design software in preparation of outreach and project materials and offering design and graphic support.

Ensures that the design services function provides high quality, flexible and responsive customer service to the Commission and member communities.

Works collaboratively with Commission administration to ensure consistency with the Commission's strategic plan.

Performs similar or related work, as required, 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, landscape architecture/design, or related field and three years of experience in land-use planning, or design-related field; Master's Degree preferred; one or more years of experience in long-range planning or regional planning preferred; or an equivalent combination of education and experience.

Knowledge of: land-use planning and graphic/design techniques, and working knowledge in related software including modeling, graphic design, GIS and rendering software; the principles and practices of comprehensive planning, zoning, Massachusetts General Laws governing land development and other land use regulations; the Cape Cod environment, planning, landscape architecture, architectural design and land use helpful.

Ability to: interpret planning documents and regulations accurately; prepare reports and formulate recommendations on a wide range of development and planning subjects; establish and maintain effective working relationships with others; communicate effectively orally and in writing; recognize Commission and regional priorities and work cooperatively and collaboratively to support their accomplishment.

Skill: writing, analytical, organizational, interpersonal/collaborative communication, project management, facilitation and negotiating; discretion and resourcefulness. Sensitivity to political issues. 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. Regularly 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