

37.5 hrs.	Community Development Director		Job Description
Direct Report	Assistant Town Manager, Public Services	Grade	J Expected hiring range 74K – 82K
Department	Public Services	FLSA	Exempt
Division	Community Development	Bargaining Unit	Non- Union
Date	July 2015	Location	Town Hall

Summary

Serves as the Community Development Director and Assistant Department Head for Public Services. Performs a variety of administrative and technical work. Oversees four divisions: Building; Planning; Conservation and Historical. Administers day-to-day and long range land use and community planning efforts. Implements planning strategies identified in adopted plans. Assists the Department Head with daily administrative duties related to department operations. Assists Town boards as needed including the Community Planning and Development Commission (CPDC).

Essential Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manages and executes projects related to master planning, land use, downtown revitalization, zoning, parking/traffic/transportation, economic development, affordable housing, energy, and as assigned by the Assistant Town Manager, Public Services.
2. Assists with daily administrative duties related to department activities including payroll, bill-roll, deposits, and budgets. Serves as secondary representation for departmental meetings as needed. Troubleshoots with staff on personnel issues and customer complaints.
3. Performs technical review of plans and proposals submitted to ensure compliance with zoning and other local by-laws and ordinances and to ensure consistency with the Town Master Plan and other plans.
4. Coordinates Development Review Team (DRT) meetings with Town staff. Coordinates the technical review of development projects and advises applicants/developers on the permitting procedures for Site Plan Review, Subdivision Control, and Sign Review. Provides information and direction to project proponents and issues project related technical memoranda.
5. Provides professional planning and land use opinions as required.
6. Serves as a member of the Metropolitan Area Planning Council, North Suburban regional planning task force.
7. Responds to local citizens inquiring about planning and zoning regulations and bylaws. Interprets as required.
8. Prepares and writes grant applications including geographic, maps, plats, site plans, etc.
9. Develops and maintains a database of information for project planning purposes.
10. Assists in the preparation and maintenance of reports, maps, records, and files in support of planning operations. Prepares study maps, sketches, charts, and graphs for presentation of material related to planning activities.
11. Works with the CPDC to develop and draft new zoning language that will advance the goals identified in various land use plans.
12. Works as part of a team to implement key aspects of the Town’s Master Plan and the Town Manager’s Goals.
13. Assists with the management of the departmental budget. Approves requisition and purchase orders.
14. Prepares reports for both internal and external purposes. Submits reports to the Massachusetts Department of Housing and Community Development as required.
15. Reviews Building Permit applications to ensure compliance with CPDC and other approvals.
16. Collaborates with other Department and Town staff as needed to address ongoing issues related to infrastructure, zoning, conservation, and development as they relate to Site Plan Review or planning activities.

Minimum Qualifications

1. Graduation from an accredited four-year college or university with a Bachelor's Degree in land-use planning, urban planning, landscape architecture, or a closely related field (Master's Degree preferred); and
2. Minimum of three (3) years of progressively responsible experience in municipal planning; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for Community Development Director. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full Job Description is available upon request

Judith Perkins

Human Resources Director

The Town of Reading is an Equal Opportunity Employer