


TOWN OF WINDHAM

Position Title: Planning Director
Department: Town Manager
Reports to: Town Manager
Classification: Exempt (M-3)

Date: _____
Incumbent: _____
Supervisor: _____
Town Manager: 

General Summary:

The Planning Director is a department head level position responsible for managing, supervising, and coordinating the activities of the Planning Department. Responsibilities include, but are not limited to, providing professional planning services which may involve the implementation of, and revisions to, the Comprehensive Master Plan, Land Use and Subdivision Ordinances and other related regulations, ordinances and policies. The Planning Director operates in accordance with the Town Charter and policies, local ordinances, state and federal laws, and under the general guidance and direct supervision of the Town Manager. Performance is evaluated upon observation and results.

Essential Functions:

- Prepares and reviews the annual departmental budget; monitors revenues and expenditures to ensure sound fiscal control.
- Provides direct and indirect supervision for the Planner, Engineer, and the Planning Administrative Assistant; evaluates the performance of personnel.
- Reviews subdivision and site plans and provides technical assistance to developers, builders, surveyors, engineers and other professionals to ensure conformance with prudent planning practice, town and state laws, ordinances and regulations.
- Coordinates with other municipal, regional, state and private agencies and personnel to review specifics of plans, plots, ordinances and regulations.
- Attends predevelopment meetings with other town officials to answer questions and provide technical assistance and to provide guidance and direction to applicants for future development proposals.
- Serves as a consultant to committees established to advance the purpose and goals of the Comprehensive Master Plan.
- Meets with the public, committees, boards and commissions in the town to discuss disputes or problems, and works with abutters, attorneys, landscapers, and others to resolve specific issues.
- Prepares policy guidance and proposed ordinance language for the Town Council and Planning Board on a variety of topics as needed or assigned.
- Staffs the Long Range Planning Committee, which is charged with long term planning initiatives and implementation of the Comprehensive Plan.
- Works on assigned special projects, investigates potential sources of grant and other funding relevant to planning, zoning, community and economic development, and may apply for, and manage, grants that are secured.

- Develops and implements long-range community land use planning.
- Reports departmental activity to the Town Manager as required.
- Encourages and maintains cooperative working relationships with other employees, the Town Manager, elected officials, local community agencies, state and federal government funding groups, private businesses, state, regional and national agencies, media, and the general public.

Other Duties and Responsibilities:

- Performs other work as may be required in support of the Planning Department.

Competencies:

- Knowledge of the theory and practice of land use, planning, and zoning, and other aspects of planning pertinent to the local government environment;
- Able to read and understand architectural and engineering plans and assist others in their interpretation;
- Able to perform professional land planning duties to include creating and revising major plans, ordinances, directives and policies;
- Ability to communicate effectively with a variety of public and private officials, other employees and the public both orally and in writing;
- Able to negotiate effectively in a firm but professional and cordial manner;
- Ability to maintain confidentiality; and
- Ability to work effectively with the Town Council, Town Manager, other Department Heads, town employees and the general public.

Required Education/Experience:

- Master's degree in land use planning;
- Five (5) years' experience in the field of land planning, zoning, and development for a governmental entity or private enterprise;
- At least two years of supervisory and/or management experience; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities needed to accomplish the essential functions of the position.

Additional Eligibility Qualifications:

- Computer literacy and experience with Microsoft Office products and GIS.
- AICP certification, desired.
- Valid Maine driver's license, Class C.
- Ability to supervise the work of departmental staff including; coordinating, assigning, monitoring, and evaluating work.
- An understanding of the Town's political environment and the ability to function effectively within that environment.

Working Conditions/Physical Demands:

Moderate physical effort required; normally seated or standing with freedom of movement on a regular basis; operating office equipment, and handling books and supplies. Extensive periods may be spent operating a computer and standing. Use of hands and wrists in frequent repetitive motions. Interaction with others via face-to-face communication, telephone, email, and written correspondence. Flexibility of motion; ability to lift up to 10 pounds is required.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.