

Town of Hudson

Assistant Planner

Position Overview:

The Assistant Planner is responsible for providing a range of professional and administrative support related to land-use planning and development permitting, economic development, transportation, affordable housing, open space and environmental planning, and grant writing and administration. The Assistant Planner will work under the direct supervision of the Director of Planning and Community Development and the Assistant Director of Community Development.

Essential Functions:

Provide professional and administrative assistance to support the Department's development review and permitting responsibilities including but not limited to reviewing and analyzing proposals, preparing staff reports, and coordinating the interdepartmental review team.

Provide professional and administrative staff support to the various Boards managed by the Department including but not limited to Planning Board, Zoning Board of Appeals, Conservation Commission, Internal Traffic Committee, Affordable Housing Trust, Disabilities Commission, Historical Commission, and the Economic Development Commission. Attendance at evening meetings is required.

Assist in the implementation of the Department's planning, housing, economic development, environmental, sustainability, historic preservation, and transportation programs and initiatives.

Assist with the analysis of zoning and land-use plans as well as the development of long-range planning documents including the Master Plan, Open Space Plan, and the Housing Production Plan,

Assist in the preparation and administration of planning grant applications

Assist in the maintenance and updating of the Department's page on the Town web site and the Department's Facebook page.

Manage projects as assigned by the Director of Planning and Community Development and the Assistant Director of Planning and Community Development

Recommended Minimum Qualifications:

Bachelor's degree in planning, environmental science, community development, or public

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administration with a minimum of one(1) to two (2) years related work experience. Some working knowledge of long-range plan development and implementation, State statutes governing the development permitting process; strategies for economic development; environmental and ecological planning; and sustainability principals are desired.

Knowledge, Abilities, and Skills:

The Assist Planner shall possess some level of working knowledge of urban planning policy and design sensibilities; State statutes governing the development permitting process; economic, sociological and environmental aspects of planning; environmental, ecological planning and sustainability principals.

The Assistant Planner shall possess an ability to communicate effectively orally and in writing with state and federal agencies, architects, contractors, developers, owners, supervisors, employees, and the general public.

The Assistant Planner shall possess an ability to establish and maintain effective working relationships with the public, members of citizen boards and committees, and department staff. Ability to work independently and to manage multiple projects in a detailed and organized manner.

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.

The Town of Hudson is an Equal Opportunity / Affirmative Action employer. The Town of Hudson does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or an individual's status in any group or class protected by applicable federal, state, or local law. The Town of Hudson encourages applications from minorities, women, the disabled, protected veterans, and all other qualified applicants.