



**CITY OF ROCKLAND  
JOB DESCRIPTION**



<b>Position Title:</b>	City Planner
<b>Department:</b>	N/A
<b>Reports To:</b>	City Manager
<b>Supervisor:</b>	N/A
<b>Division:</b>	N/A
<b>FLSA Status:</b>	Exempt
<b>Last Revised/Approved:</b>	October 2, 2024

**POSITION SUMMARY:**

Work involves land use planning, staffing, and providing professional assistance to the Planning Board and other city boards and committees. Will oversee seamless coordination with the Economic Development and Code Enforcement departments in order to ensure residents, businesses, and developers receive consistent and accurate information regarding regulations, application processes, projects and plans, and activities that cross interdepartmental jurisdictions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Long-range urban and regional planning, implementation of and amendments to the City's Comprehensive Plan.
2. Draft ordinances and ordinance amendments needed to comply with changes in state law and best-recommended practices.
3. Coordinate the City's application review process with affected parties, including applicants, property owners, architectural and civil engineering consultants, the Planning Board, city staff and the general public.
4. Regularly serves as project manager for special project activities; manages contracts; prepares reports and maintains records as necessary; maintains liaison with appropriate officials and serves as City representative.
5. Research, collect, and manage data, including census and GIS data, related to demographics, housing, economics, land use which includes urban and regional planning, historic and natural resources, etc., which may be useful in preparing plans, policies, and regulations.
6. Attends City Council Agenda writing meetings and City Council meetings where there are zoning/code related items on the agenda; prepares staff review for, and attends all Planning Board meetings; prepares data for, and attends Comprehensive Planning Commission meetings; prepares records for and attend all Zoning Board of Appeals meetings.
7. Meet regularly with residents, business, and developers regarding development projects; review site plans and subdivision plans for compliance, and make recommendations to assist with compliance and development that supports City goals.
8. Present and effectively communicate plans and recommendations to the City Council, Planning Board, state legislative committees, and other groups as necessary.
9. Assist, as necessary, in the preparation of annual budget, capital planning, reports, records.