



# CITY OF ROCKLAND JOB DESCRIPTION



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

### **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 setting 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. Assists, as necessary, in the preparation of annual budget, capital planning, reports, records,

purchase orders and accounts payable.

10. Answer inquiries from, and provide assistance to, the public, by telephone and in person, regarding land development and zoning matters as they apply to current City codes and ordinances.
11. Prepare, update and maintain various GIS mapping and data layers regarding land use and planning; use GIS to generate maps and data analysis.
12. Attends evening meetings
13. Performs general administration/office work.
14. May be required to work over 40 hours per week.

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**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides education for City Council, employees, and boards and committees, related to planning and development as needed.
2. Assist City Departments with analyzing and reporting community growth patterns, trends in land use, community needs, and other factors in formulating recommendations for promoting sustainable community development.
3. Related work as may be required.

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**GENERAL EXPECTATIONS:**

1. Be committed to the mission of the City of Rockland.
2. Be reliable and trustworthy.
3. Be well organized.
4. Be punctual for scheduled work and use time efficiently.
5. Be able to work harmoniously with co-workers and with the public.
6. Perform duties in a conscientious and cooperative manner.
7. Be neat and maintain a professional appearance.
8. Understand and work within the City's Policies and Procedures.
9. Maintain confidence by keeping information concerning employees, personnel issues and City operations confidential.

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**PHYSICAL REQUIREMENTS:**

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand or walk for prolonged periods of time, talk and hear, and use hands and fingers repetitively to operate a standard computer keyboard and mouse. The employee may occasionally lift and/or move up to 25 pounds. During inspections, the employee must be able to climb (ladders, scaffolding, etc.), crouch, crawl, bend and stoop. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work involves usual office conditions and a variety of residential and commercial settings when in the field. Must be able to endure mental stress associated with workload, deadlines, and dealing with the public.

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**QUALIFICATIONS NEEDED FOR POSITION:**

**Experience and Skill Requirements:** The following experience and skills are considered essential:

- (5) Years of progressively responsible related experience in municipal planning, urban planning, regional planning or related field, or any combination of experience and education, which provides the required knowledge, skills, and abilities.
- Must be able to multi-task.
- Must learn to deal with people in adversarial circumstances.
- Must be able to execute authority while not abusing authority.
- Must be able to read and understand building plans, specifications and related technical documents.
- Must be able to understand and interpret zoning laws as well as applicable State Laws.
- Must have basic knowledge of legal matters and individual's rights.
- Must have good verbal and writing skills.
- Must be able to maintain good working relationships with all constituencies.
- Advanced computational skills with relevant work in design, mapping, charting and spreadsheets.

**Education Requirements:** The following education requirements are considered essential:

- Bachelor’s degree from an accredited four-year college or university in Urban Planning, Engineering, Environmental Studies, Political Science, Architecture, Geography, Public Administration, or closely related field required. Master’s degree highly preferred.
- Certification in good standing from the American Institute of Certified Planners (AICP) is preferred upon hire, but is required to be obtained within the first 24 months of employment and maintained throughout employment.
- Valid driver's license.

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\*\* All requirements and skills are considered essential, unless otherwise indicated. \*\*

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee Signature

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Date

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Supervisor Signature

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Date