

Town of Charlton Seeks a FT Planning Director

The Town of Charlton seeks to fill a FT (40 hours) Planning Director position. Under the general direction of the Planning Board the Planning Director performs professional planning work and provides direction and coordination of day-to-day activities, the application process as well as long-range planning. The Planning Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Provides staff assistance to the Economic Development Commission (EDC) by attending EDC meetings and working directly with the EDC Chairman and members.

QUALIFICATIONS

- Bachelor's Degree in regional/community planning or other related field, Master's Degree preferred; and a minimum of three (3) to five (5) years of experience in community planning, business, and/or economic development; or any equivalent combination of education and experience.
- Familiarity with the Town of Charlton and municipal government preferred.

Knowledge of:

- Community planning, land use and zoning issues, site plan review, economic development, public infrastructure projects and environmental sustainability.
- Related state and federal laws and regulations and Town ordinances.
- Grant policies, procedures and methods.
- Computer equipment and software.

Ability to:

- Prepare routine to complex correspondence and reports utilizing computerized office applications.
- Develop effective and constructive working relationships with staff, other Town employees, elected and appointed officials, contractors, and the public.
- Communicate effectively both orally and in writing.
- Read property site plans and blueprints.
- Understand code, regulations, and ordinances.
- Work with interruptions.

Skill in:

- Technical writing and presentation.
- The use of computers and their applications with proficiency in MS Office, and Adobe Acrobat.
- Geographic Information System (GIS), ESRI/Arc View is helpful.

Internal/External Applicants: To be considered for this vacancy, please submit the required *Application for Employment*, found at www.townofcharlton.net/opportunities.htm, to Jessica.Lewerenz@townofcharlton.net and Jayne.Garney@townofcharlton.net. This position will remain open until filled with review of applications as of March 14, 2018. You may also include a cover letter and resume; however, the Application for Employment is required. Applications will also be accepted via walk-in or mail at: Town Hall, Human Resources Department, 37 Main Street, Charlton, MA 01507. *The Town of Charlton is an equal opportunity employer and encourages diversity.*