

Town of Hatfield
Assistant Town Planner

The Town of Hatfield seeks a part-time Assistant Town Planner to provide professional planning and technical work, to guide land use and development consistent with the Comprehensive Plan, Zoning Bylaws, Building Codes, and related regulations, by providing accurate, timely, and courteous professional and technical services to our customers, to maintain the Town's unique quality of life, protect public safety and the environment and to promote economic vitality for current and future generations.

This position will perform inspections, regulatory, administrative, and technical work in enforcing the provisions of conservation and wetlands protection laws and regulations, monitoring conservation restrictions consistent with MA Department of Environmental Protection; reviewing projects in areas protected by Mass Wetlands Protection Act and Hatfield Wetlands Bylaw, completes various land management activities, interacts with public, assists with administrative tasks.

This position will act as a liaison to the Conservation Commission and Planning Board, attends meetings; conducts research; provides information and assistance on a range of technical planning and community development issues; prepares reports and responds to the general public on procedures, legislation and policies.

Experience and/or a Masters degree in Planning, Community Development, Public Administration or related field; 3 years of planning experience, preferably in local MA government; or an equivalent combination of education and experience. Knowledge of planning and development issues. Knowledge of environmental science, natural resources or a related environmental field recommended.

Serves as administrative support person to the Conservation Commission and Planning Board. Works under the direction of the Town Administrator. Position is 40 hours per month. Monthly Conservation Commission and Planning Board meetings as needed. Annual Salary: \$17,900.

A copy of the job description may be viewed www.townofhatfield.org

Interested candidates should submit a resume and cover letter to the Town Administrator, Memorial Town Hall, 59 Main St., Hatfield, MA 01038. Applications will be accepted until position is filled.

Town of Hatfield is an Affirmative Action / Equal Opportunity Employer.

04/29/2024

Job Description Approved:
Updated: April 2024

Assistant Town Planner

The Assistant Town Planner shall provide professional planning and technical support, guide land use and development consistent with the Comprehensive Plan, Zoning Bylaws, Building Codes, Department of Environmental Protection and related regulations, providing accurate, timely, and courteous professional and technical services to customers, maintain the Town's unique quality of life, protect public safety and the environment and to promote economic vitality for current and future generations.

This position will act as a liaison to the Conservation Commission and Planning Board, attend meetings; conducts research; provides information and assistance on a range of technical planning and community development issues; prepares reports and responds to the general public on procedures, legislation and policies.

Experience and/or a master's degree in Planning, Community Development, Public Administration or related field; 3 years of planning experience, preferably in local MA government; or an equivalent combination of education and experience. Knowledge of planning and development issues. Knowledge of environmental science, natural resources or a related environmental field recommended.

Perform inspections, regulatory, administrative, and technical work in enforcing the provisions of conservation and wetlands protection laws and regulations, monitoring conservation restrictions consistent with MA Department of Environmental Protection.

Serves as staff support person to the Conservation Commission and Planning Board. Works under the direction of the Town Administrator. Position is 40 hours per month including monthly Conservation Commission and Planning Board meetings as needed.

Job Functions

- Receives and processes land use applications for conditional use permits, rezones, parcel and subdivision maps, site development or site review permits, general plan amendments, and other requests related to County planning activities;
- Reviews applications for consistency with the Town's Comprehensive Plan, Zoning By-laws, tax assessor's maps and records, codes, ordinances etc.;

- Inspections, regulatory, administrative, and technical work in enforcing the provisions of conservation and wetlands protection laws and regulations; monitoring conservation restrictions;
- Compiles findings and prepares recommendations in written form for projects, including project analysis and conditions for permit approval to the Planning Board;
- Interprets federal, state, and local laws, codes, and ordinances associated with current and advanced planning activities;
- Prepares a variety of periodic and special reports regarding assigned activities; makes presentations to the public, special districts and agencies as requested;
- Participates in coordinating Town planning and development related activities with other Town departments and with outside agencies;
- Researches and assists in preparing ordinances for review;
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment; and
- Performs related duties as assigned.