



**NOTICE OF VACANCY  
May 26, 2015**

**POSITION:** Planner  
**DIVISION:** Community and Economic Development  
**SALARY:** M6 \$55,579 - \$66,441  
**HOURS:** Monday – Friday 8:30 am to 5:00 pm  
**Hours per week: 37.5 (Plus some evening and potentially early morning meetings)**

The Town of Framingham is searching for a full-time Planner to work under the general supervision of both the Director and Deputy Director of Community and Economic Development. The Planner will provide staff support to the Zoning Board of Appeals (ZBA), the members of which are appointed by the Board of Selectmen to review applications for selected Special Permits, Variances and Appeals from the Building Commissioner's zoning-related decisions. The Planner shall work with applicants and abutters engaged in the ZBA permitting process. In addition, the Planner shall provide staff support for a wide range of municipal planning initiatives including housing, land use, community development, historic preservation, grants reconnaissance and management, energy, environment, transportation and economic development. This position requires a high level of customer service and ability to outreach to both the business and residential communities.

**MAJOR RESPONSIBILITIES**

After a period of training and transition, the Planner will be responsible for meeting all statutes and Town bylaws as they relate to the legal, proper and efficient administration of the Zoning Board of Appeals. All deadlines established by Town by-law and statute must be met. The Planner will oversee the work of the Zoning Board Administrative Assistant, who is charged with taking accurate minutes of all ZBA meetings, and providing general administrative support. The Planner will be engaged in specific tasks including but not limited to:

- 1) Providing professional support to the ZBA including attending night meetings
- 2) Providing professional advice and assistance on ZBA applications, upon request of the ZBA
- 3) Overseeing all applications submitted to the ZBA
- 4) Conducting reviews of development proposals, upon request of the Zoning Board of Appeals
- 5) Managing the contracts of consultants engaged on behalf of the ZBA to provide advice in the permitting process

**ANCILLARY RESPONSIBILITIES**

While the overriding responsibility of the Planner is to provide professional support to the Zoning Board of Appeals and to the appeals process, the Planner shall also be available to participate in other planning activities. Said activities may include but not necessarily be limited to the full range of functional planning elements: housing, land use, community development, historic preservation, grants reconnaissance and management, energy, environment, transportation and economic development. Specific examples include:

- 1) Assist with implementation of the Open Space and Recreation Plan
- 2) Assist with preparation of the Bicycle and Pedestrian Plan

- 3) Assist with Housing Plan implementation
- 4) Assist with zoning, zoning board of appeals, and general land use staff
- 5) Assist with implementation of sustainability initiatives
- 6) Provide staff support to selected municipal committees
- 7) Assist in the preparation and management of various state and federal grants
- 8) Assist with downtown revitalization efforts provide GIS mapping and graphic support for a variety of project.

#### **ORGANIZATIONAL SCOPE**

The Planner reports to the Deputy Director and Director of Community and Economic Development. The Planner will work closely with the Zoning Board Administrative Assistant and will receive guidance and input from the Senior Planner on Zoning and project-related issues.

#### **JOB QUALIFICATIONS**

1. Bachelor's Degree in Planning or related field plus three years of planning experience. A Master's Degree in planning or related field is preferred and may be substituted for a maximum of two years of the required experience. An emphasis will be placed on direct experience for a Massachusetts municipality.
2. Excellent written and oral communication skills.
3. Excellent computer skills, especially in Microsoft Office and ArcView GIS.
4. Massachusetts Driver's License for field and liaison work.
5. Ability to attend evening and occasional early morning meetings.

#### **PHYSICAL REQUIREMENTS**

Employee must be capable of operating miscellaneous tools and office equipment relative to this position, which shall include but may not be limited to: computers, copiers, fax machines, and calculators. Time is spent: standing, walking, and sitting, with the possibility of lifting, pushing/pulling, or carrying of objects weighing up to 25 pounds and an occasional maximum of 40 pounds, climbing, stooping, kneeling, crouching, crawling, twisting, and bending. Repetitive movements of the hands is intrinsic to the position. Ability to communicate effectively with others, orally and in writing, is imperative.

**Please visit our website:**

**<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>**

**The Town of Framingham is an Affirmative Action Equal Opportunity Employer.**