

Town of Cumberland
Director of Planning and Sustainability
Job Description

Nature of Work

This is a highly responsible professional department head position requiring administrative and technical skills required to perform the land use planning functions for the Town.

Work involves land use planning; staffing and providing technical assistance to the Planning Board, Lands and Conservation Commission, Comprehensive Planning Committee, and other ad hoc committees on an as-needed basis; researching, developing, coordinating, and administering land use and planning related projects, maintaining accurate records; and public contact. Work is performed under the general supervision of the Town Manager with considerable independence of action. Work is reviewed through discussion, reports and results achieved.

Illustrative Examples of Work

- Prepares long-range comprehensive plans for the utilization of land and physical facilities of the Town; supervises the compilation, analysis, and implementation of studies on economic, social, and physical factors affecting land use, housing, transportation, municipal services, and community quality of life; prepares graphic and narrative reports.
- Conducts technical review of subdivisions and site plans for compliance with Town Ordinances; prepares supporting documents and makes recommendations to the Planning Board for appropriate action or additional conditions to be imposed. Works with consulting engineers, geologists, soils scientists, wetlands professionals, and others, as needed, in assessing technical compliance.
- Drafts necessary regulations and ordinances for controlling land use and prepares recommendations for implementation.
- Administers the daily aspects of the planning process such as meeting with developers and the general public to provide information and interpretation of land regulations, coordinating with the Manager, Department Heads and outside agencies.
- Oversees preparation of agendas, public hearing notices, minutes, and meeting packets for Planning Board and Lands and Conservation Commission.
- Provides advice to Council and Planning Board on land use, growth management, quality of life, protection of natural resources, housing, zoning, and solid waste disposal.
- Fosters community discussion on the future of the Town; meets with Town Boards and Committees and with neighborhood and service groups, as needed.
- Prepares technical reports and recommendations requested by the Town Council, Town Manager and Planning Board. Presents technical information (verbally and in writing)

clearly and concisely to persons who may not be well versed in the planning field.

- Coordinates and reviews consultant plans and specifications requested by the Town for municipal projects.
- Shares in supervision of Administrative Assistant to the Planning and Codes offices
- Keeps current with available federal and state grants. Makes application for and administers Federal or State grant programs.
- Works with Greater Portland Council of Governments to coordinate sustainability grants through state and federal agencies.
- Maintains and safely keeps records, instruments, plans, profiles, records of surveys and all other property and papers relating to planning work belonging to the Town.
- Administers the department budget.
- Staffs and attends Planning Board meetings; attends Lands and Conservation Commission meetings, and Town Council meetings as required by the Town Manager.
- May administer on-going work associated with Small's Brook Crossing Affordable Housing subdivision. Assists potential buyers with completion of application and explaining the terms of the silent second mortgage. Reviews applications. Prepares and reviews subordination agreements for the projects as needed.
- Performs related work as required.

Requirements of Work/Essential Functions

- Thorough knowledge of the principles and practices of municipal land use planning
- Knowledge of Comprehensive Planning, zoning, and other municipal ordinances.
- Knowledge of grant writing and grant administration.
- Ability to speak before both small committees and large groups, answering questions and explaining procedures and policies.
- Ability to personally perform the work of subordinates if necessary to supplement staff deficiencies.
- Working knowledge of Microsoft Word, Excel, and Windows operating system, as well as GIS systems. Knowledge of quantitative methods, economics, public administration, landscape architecture, environmental sciences, computer applications, cartography, GIS, planning law, and related fields and skills.
- Ability to analyze and interpret laws, ordinances, rules and regulations. Ability to assist in the drafting of ordinances.

- Ability to prepare and maintain department budget; process purchase orders and accounts payable and monitor special project budgets.
- Ability to continuously improve his or her own professional skills by study, membership in professional organizations, participation in seminars and conferences, and contacts with officials of other similar agencies and other knowledgeable professionals.
- Ability to keep varied records, to assemble and organize data, and to prepare standard reports from records.
- Ability to work independently.
- Ability to work directly and in person with the public and ability to communicate complex technical issues.
- Ability to arrange or deal with tasks in order of importance.
- Ability to lift, push or pull objects weighing up to 25 pounds.
- Ability to hear within three feet and on the telephone.
- Ability to express oneself in such a way that one is readily and clearly understood, both verbally and in writing.
- Ability to establish and maintain effective working relationships with supervisors, subordinates, co-workers, outside agencies, municipal officials, and the general public.
- Possession of a valid motor vehicle operator's license.
- Ability to maintain composure in difficult and emotionally challenging situations.
- Ability to attend frequent night meetings.

Desirable Experience and Training

Bachelors degree in planning, landscape architecture or civil engineering, supplemented by coursework at the graduate level in community planning, regional planning or related field; MA in planning related field preferred, AICP designation preferred. Experience in municipal or regional planning with exposure to technical areas such as subdivision review; GIS or any equivalent combination of experience and training.

FLSA Exempt