

## **POSITION DESCRIPTION**

### **City of Brewer**

**Class Title:** Assistant Planner  
**Department:** Planning  
**Date:** January 18, 2017

#### **GENERAL PURPOSE**

Performs a variety of administrative, technical and professional work in the current and long range planning programs of the city related to the development and implementation of land use and related municipal plans and policies.

#### **SUPERVISION RECEIVED:**

Works under the general guidance and direction of the City Planner.

#### **SUPERVISION EXERCISED**

No direct supervision exercised.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Answers telephone and assists the general public on behalf of the planning department.
- Responds to inquiries from landowners, developers, attorneys, surveyors, planning agencies, contractors, realtors, appraisers, financial institutions, credit bureaus and members of the general public, both in person and by phone and written correspondence, regarding the full array of planning issues.
- Reviews projects and plans before the Planning Board (such as site plans, subdivisions, contract zoning, fill & grading plans, home daycare) to determine whether complete and if meets the Land Use Code and other City ordinances, prepares technical review letters to applicants, department memos, and written Planning Board Orders. Corresponds and coordinates with other City departments on project reviews. Corresponds with the applicants and the applicant's agents in writing, email and by telephone.
- Participates in meetings with landowners, developers, and applicants as needed.
- Schedules City technical review committee meetings and takes notes.
- Conducts on-site field inspections of property before, during, and after development for recommendations to proposed development plans and to assist in determining whether the project was constructed according to approved development plans.
- Keeps track of Planning Board conditions of approval for all projects and assists the Code Office on compliance if not met.
- Prepares agenda for Planning Board meetings.
- Attends Planning Board meetings and runs meeting in absence of City Planner. Regular Planning Board meetings are held in the evenings.
- Prepares digital recording for Planning Board meetings and prepares written meeting minutes.
- Collects fees from Planning Board project applicants including application fee, tech review fee, legal notice fee, and when required, impact fee payments and performance bonds.

- Prepares packets for Planning Board members and insures delivery on time.
- Responsible for the maintenance of planning records in relation to Planning Board projects, including paper folders, plan filing, and various databases.
- Updates the City website on behalf of the Planning Department.
- Performs other related duties as assigned.

**PERIPHERAL DUTIES**

- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Oversees the Brewer Conservation Commission which includes, but is not limited to, scheduling meetings, contacting members, preparing meeting minutes, researching and preparing for meetings.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Experience in general office administration, and
- (B) Experience in land-use planning and zoning desired.

**Necessary Knowledge, Skills and Abilities:**

- (A) Basic knowledge of zoning laws, comprehensive plans, and municipal planning. Working knowledge of computer use and software, such as Microsoft Office;
- (B) Ability to communicate effectively orally and in writing with engineers, architects, contractors, developers, owners, supervisors, employees, and the general public; ability to establish effective working relationships.

**SPECIAL REQUIREMENTS:**

Valid State of Maine Driver's License, or ability to obtain one.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; tape measure.

**PHYSICAL DEMANDS**

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

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk. Must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color

vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Acceptance: \_\_\_\_\_  
(Employee Signature)

Approval: \_\_\_\_\_  
City Planner

Revised Date: *June 9, 2021*

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