



**Town of Hooksett, NH
TOWN PLANNER Position**

Hooksett has location, location, location within 37.1 square miles! We are a community of over 14,500 residents situated on the Merrimack River in south-central New Hampshire. We are within an hour's drive from our State's beautiful Seacoast, Lakes, White Mountains and Boston, MA, all with direct access from Interstate 93 connections. NH's largest city, Manchester, borders to our South and NH's capital, Concord, is to our North. Manchester-Boston Regional Airport is a 15-minute drive. **WE NEED YOU TO JOIN OUR TEAM TO OPTIMIZE OUR COMMUNITY'S LAND USE AND INFRASTRUCTURE.**

We are seeking applicants for a **full-time Town Planner**. This position provides professional, technical and administrative support to the Planning Board for all matters that come before the board for action, and in the development and implementation of a comprehensive plan for the orderly growth and development of the Town. The Town Planner will exercise primary responsibility over the conduct of all business relating to land use in the Town of Hooksett and in this role will need to exercise judicious and clear leadership in support of the Planning Board to assist in strengthening its deliberations and decisions by devising and administering improved, thorough and streamlined review procedures. The Town Planner works in close cooperation with the Code Enforcement Officer, the Assessor, the Fire inspector, and the Town Engineer in carrying out these duties.

The ideal candidate will have:

- Bachelor's degree in municipal planning, community development, public administration or a related field; **Master's degree preferred**
- Member, American Institute of Certified Planners [AICP] or must be obtained within 5 yrs. of employment
- Valid driver's license.
- Two (2) years responsible experience in a municipal planning position at a supervisory level; **3 yrs. preferred.**
- GIS knowledge; *application a plus*
- **Economic development knowledge preferred**

Full-time salary exempt position. Salary range up to **\$105,029.86** based on qualifications. Teamsters Local 633 Mid-Management position. **IMPRESSIVE BENEFITS PACKAGE** to include but no limited to:

- Flextime
- NHRS pension
- **Town 100% premium paid:**
 - Life Insurance
 - Disability Insurance (short-term & long-term)
 - Medical Insurance (2 of 3 options)
 - Dental Insurance (1 of 3 options)
 - Medical Opt Out Stipend up to \$10,000

Work hours are 8:00am to 4:30pm Monday, Tuesday & Thursday, 8:00am to 6:30pm Wednesday, and **8:00am to 12:00pm Friday**; additional hours for Planning Board meetings and other meetings and assignments when needed. Work location: 35 Main Street, Hooksett, NH.

Please submit completed Town resume and cover letter to: Town of Hooksett Attn: Town Administrator André L. Garron, 35 Main Street, Hooksett, NH 03106 via US Postal mail or hand delivery or via e-mail to townadministrator@hooksett.org . A detailed job description and application are available via www.hooksett.org or at Town Hall Administration Dept.

Closing Date: Open until filled.
Equal Employment Opportunity Employer.