

**Town of Hooksett Job Description**  
**Community Development Dept.**  
**“Town Planner”**

**Date:** March 7, 2023

**General Position Description:** The Town Planner 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.

**Accountability:** Reports to the Town Administrator, with supplementary policy driven direction and guidance supplied by the Planning Board.

**Supervision Exercised:** Responsible for the day-to-day activities of the Administrative Assistant. Performs duties exercising a high degree of independent professional judgment and decision making in determining courses of action based on state law and local ordinances.

**Equipment Used:** Computer software and hardware, printer, telephones, calculator, photocopier, plotter, Geographic Information System (GIS), and general office equipment.

**Environment:** Inside: 80%    Outside: 20%

**Duties and Responsibilities:** Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Provide technical assistance to the public, municipal staff, consulting engineers, architects, lawyers and developers regarding applicable rules, regulations and statutes pertaining to planning, zoning and community development.
2. Staff advisor to regulatory State agencies and land use Boards/Committees to include Economic Development Advisory Committee.
3. Coordinate the processing of all Planning Board applications.
4. Review all applications for site plan review, subdivision, lot line adjustment, and pre-application discussions to assure compliance with all local and state regulations. Must have a clear understanding of zoning regulations and statutes, and of state and local permits regarding wetlands and dredge and fill permits.
5. Establish and maintain effective relations with all town departments, and public and private agencies. Serve as liaison to the Southern NH Planning Commission.
6. Develop, update, refine and recommend changes to the Planning Board relative to the Town's planning and zoning rules and regulations.
7. Oversee the development and maintenance of the Town's Master Plan, Geographic Information System (GIS), and related databases for planning and community development.
8. Enforce all conditions of approval imposed by the Planning Board actions.
9. Ensure the maintenance of accurate and complete records of department activities and of records relating to applications, maps, blueprints and sketches pertinent to planning and development.
10. Perform other duties as directed.

**Support:** Should support other municipal departments, be a team player, and expect support from colleagues. In addition, the Town Planner may provide support to the Zoning Board of Adjustment, Economic Development Advisory Committee, and the Conservation Commission as needed or as requested.

**Financial Data:** Responsible for contracting with outside agencies and consultants, and accounting for such contracts.

**Computer Operation:** Should be familiar with ArcView9 graphic software and the use of a HP Designjet 800PS plotter or current plotter within the department.

**Other Functions:** Should be reasonably able to visualize the future based upon projected traffic counts, land use development, population growth, and economic development; and be able to translate that vision to elected officials, community leaders, the media and the public.

Should be able to think clearly and arrange thoughts in a logical progression, and to communicate effectively by speech and in writing.

Should be tolerant of the viewpoints of others, and be able to bring about consensus in the midst of divergent feelings; and should be diplomatic, positive, and patient as the wheels of government move slowly.

**Knowledge, Skills and Abilities:**

- Comprehensive knowledge of principals and practices of land-use planning; relevant State laws pertaining to planning and zoning.
- Familiarity with local zoning ordinances, subdivisions, site plan regulations, and economic development.
- Ability to apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols and to organize work, set priorities, meet deadlines and follow-up.
- Ability to communicate effectively, verbally and in writing with the public, Town Administration, Boards and Committees.
- Knowledge of methods and techniques of research, statistical analysis and report presentation.
- Skilled in preparing clear and concise reports, correspondence and other written material.
- Excellent computer skills including word-processing, spreadsheets, database, and the Internet.

**Cognitive and Sensory Requirements:**

Vision: Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, analysis of sites, paperwork, observing safety of co-workers, public, etc.

Hearing: Necessary for receiving instructions, understanding the views of others, and for safety while working.

Speaking: Necessary for communicating effectively with employees, residents, and the general public; specifically needs skill in addressing the public at meetings and through the media.

Dexterity: Necessary for operating equipment, handwriting, computer keyboard operations, etc.

Mobility: Needed to walk indoors and outdoors under a variety of conditions, particularly to complete outdoor site analyses, etc.

**Physical Requirements:**

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: constantly required.

Lift 26 to 50 pounds: occasionally required.

Lift over 50 pounds: rarely required. Assistance may be available.

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: occasionally required.

Carry over 50 pounds: rarely required. Assistance may be available.

Push/pull: frequently required.

Reach above shoulder height: frequently required.

Reach at shoulder height: constantly required.  
Reach below shoulder height: frequently required.  
Balancing: required.  
Sit: one plus hour per day.  
Stand: six plus hours per day.  
Walk: four plus hours per day.  
Twisting: occasionally required.  
Bending: frequently required.  
Crawling: rarely required.  
Squatting: rarely required.  
Kneeling: rarely required.  
Crouching: rarely required.  
Climbing: occasionally required.

**Hand Manipulation:**

Grasping: constantly required.  
Handling: constantly required.  
Torquing: rarely required.  
Fingering: frequently required.  
Controls and equipment: Motor vehicles, telephone, customary office equipment, outdoor measuring devices such as tapes and wheels.

**Work Surfaces:** Normal indoor office space, however, some rough, wet, slippery outdoor terrain; concrete floor; dirt surfaces. Office area includes workstation with desk, computers and cupboards. Table, filing cabinets, closet with shelves, bookshelf and bulletin boards. All surfaces are at various heights.

**Summary of Occupational Exposures:** Most work occurs within the office setting. Some travel in a motor vehicle is required. When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.  
May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.  
May be exposed to long periods of sunlight and unfavorable climatic conditions when out of the office.  
May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.

**Other Training, Skills and Experience Requirements:**

- Two (2) years responsible experience in a municipal planning position at a supervisory level; 3 yrs. preferred
- Economic development knowledge preferred
- GIS knowledge; application a plus

**Education, License/Certification Requirements:**

- 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
- NH driver's license.

**Schedule:** 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.