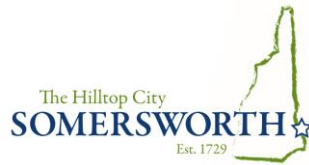


# City of Somersworth ~ Job Opening



**Position Title:** Director of Planning and Community Development

**Pay Range:** \$86,781.50 to \$105,586.69

**Qualifications:** Bachelor's degree from an accredited college or university in Planning or Public Administration or related discipline and a minimum of five years' experience is required. Master's Degree preferred. An equivalent combination of training and experience may be considered. The Director position requires training and experience in some or all of the following areas of Planning and Development: urban and regional land use planning, economic development, grantsmanship, land use and environmental regulations, ordinance development, computer applications in planning, MS-Word, research and survey methods, and statistical analysis. Strong organization, communication and writing skills are essential. Ability to establish and maintain effective working relationships with City Officials, other employees, and the public is essential. Carries out supervisory responsibilities in accordance with the City's Ordinances, policies, and applicable regulations. Responsibilities includes supervising of staff, addressing citizen inquiries and coordinating the proper resolution to a variety of internal and external concerns and challenges, as appropriate.

**Duties/Responsibilities:** Provides direction, leadership and general oversight to the City's Development Services Department. Provides land use and economic growth planning services to all City Departments, Boards, residents, property owners and the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Directs and supervises the functions and duties of the Development Services Department. Allocates, directs, motivates and evaluates staff to collectively achieve the mission of the offices of planning, economic development, building & code office, and recreation office.

- Assists in the development of the department's annual operating budget, Capital Improvement Plan, and monitors expenditures.
- Reviews development plans and specifications for compliance with City policy and sound planning principles.
- Maintains records and makes reports on applications for site plan, subdivision, conditional use permit, variance, sign permits, and any other required land use approvals.
- Serve as primary staff support to the various land use boards and advises on the conformance of various plans, projects and applications before the Planning Board, Zoning Board of Adjustment, Conservation Commission and Historic District Commission.
- Responds to requests for information and/or assistance on planning and development issues from other City officials, staff, and the public.
- Conducts special research, planning projects and related studies.
- Membership and/or staffing of appropriate standing and/or ad hoc committees.
- Performs special project work for the City Manager.
- Serves as a member of the City's senior management team.
- Position involves attendance, as required, at meetings after normal business hours.
- Maintains records and prepares reports on all departmental activities.
- Performs other duties as assigned.

## **Scope of Examination:**

Finalist must complete pre-employment screening to include; physical, drug test & background check.

**To Apply:** Linda Corriveau, Human Resources Manager [lcorriveau@somersworth.com](mailto:lcorriveau@somersworth.com) 603-692-9529

**Date Posted:** July 9, 2020

**Closing Date:** 1<sup>st</sup> Review July 20, 2020, Open until filled

**The City of Somersworth is an Equal Opportunity Employer**