

**TOWN OF COLCHESTER**  
**JOB DESCRIPTION**

**Position:** Associate Planner

**Reports to:** Planning & Zoning Director      **Department:** Planning & Zoning

**Classification:** Exempt

**Job Function:** Under the general direction of the Planning & Zoning Director, plays a key role in overseeing and implementing effective and fair zoning administration for the Town of Colchester as part of its Planning and Zoning Department. This public-facing position is part of a small, team-oriented, collaborative environment with a vital role in connecting with and serving the community.

**Essential Functions and Duties:**

- Serves as the primary contact for public inquiries about the town's land development requirements
  - Consults directly with property owners, contractors or others to answer questions and issue zoning and building permits.
  - Checks, records and keeps track of fees and payments.
  - Researches, prepares and drafts Bianchi Letters for real-estate transactions.
  - Records permits and certifications as appropriate and follows up with permittees prior to permit expiration.
  - Keeps detailed notes of calls, site visits and documents work and outcomes electronically in the office and in the field.
  - Updates department FAQs, pamphlets or other materials.
- Serves as Assistant Zoning Administrator:
  - Reviews submitted permits for completeness and conformance with the Development Regulations, referring and conferring with internal parties as needed and advising external parties as appropriate.
  - Performs or coordinates with other staff for site inspections.
  - Investigates zoning and land use complaints as necessary.
  - Works with landowners and builders to obtain voluntary compliance; issues documents and tickets when needed.
- Assist the town's Development Planner in material preparation for use in Development Review Board meetings, as needed.
- Other duties as assigned by the Director
  - Attendance at occasional evening meetings may be required.

**Qualifications:** Two years of professional work experience plus a relevant Bachelor's Degree or prior equivalent related experience. Excellent customer service experience in a professional office setting required. Must possess valid driver's license. Experience in zoning administration is highly desired.

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**Knowledge, Skills, and Abilities:** Must possess excellent customer service skills, and must demonstrate strong written and verbal communication skills, including listening. Problem-solving, process management, ability to manage competing priorities and navigate challenging conversations with stakeholders. Requires a positive attitude, a goal to always work towards a solution, and approach the role as an ambassador for the Town.

Use of word processing, spreadsheets, email, websites, and a custom permitting database are required. The candidate is expected to understand how to calculate proportions, percentages and similar dimensions.

Knowledge of the principles and techniques of local planning and the ability to learn about the application of regulations, ability to read and interpret technical drawings and development proposals to assure conformance with development regulations are highly valued and may be taught to the right candidate. The Associate Planner is expected to have interest and ability to attend continuing education, training, and certification.

**Physical Requirements:**

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Seeing            | <input checked="" type="checkbox"/> Ability to Move Distances | <input checked="" type="checkbox"/> Lifting (specify)   |
| <input type="checkbox"/> Color Perception             | Within and Between  | <u>  10  </u> Pounds                                    |
| <input checked="" type="checkbox"/> Hearing/Listening | Facilities/Offices  | <input type="checkbox"/> Carrying (specify)             |
| <input checked="" type="checkbox"/> Clear Speech      | <input checked="" type="checkbox"/> Climbing                  | <u>        </u> Pounds                                  |
| <input checked="" type="checkbox"/> Touching          | <input type="checkbox"/> Ability to Mount and                 | <input checked="" type="checkbox"/> Driving (local/over |
| <input checked="" type="checkbox"/> Dexterity         | Dismount Equipment  | the road)   |
| <input checked="" type="checkbox"/> Hand              | <input type="checkbox"/> Pushing/Pulling                      | Other <u>                    </u>                       |
| <input checked="" type="checkbox"/> Finger            | <input checked="" type="checkbox"/> Typing                    | <u>                    </u>                             |
| <input checked="" type="checkbox"/> Standing          |   | <u>                    </u>                             |
| <input checked="" type="checkbox"/> Sitting           |   |   |

**Mental Reasoning Requirements:**

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|---|---|--|
| <input checked="" type="checkbox"/> Reading - Simple  | <input type="checkbox"/> Writing-Complex              | <input checked="" type="checkbox"/> Analysis/Comprehension   |
| <input checked="" type="checkbox"/> Reading – Complex | <input checked="" type="checkbox"/> Clerical          | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing – Simple  | <input checked="" type="checkbox"/> Basic Math Skills | <input checked="" type="checkbox"/> Stress                   |

**Work Environment:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Shift Work                         | <input checked="" type="checkbox"/> Outside      | <input type="checkbox"/> Pressurized Equipment          |
| <input checked="" type="checkbox"/> Works Alone             | <input checked="" type="checkbox"/> Extreme Heat | <input checked="" type="checkbox"/> Moving Objects      |
| <input checked="" type="checkbox"/> Works with Others       | <input checked="" type="checkbox"/> Extreme Cold | <input type="checkbox"/> High Places                    |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise        | <input checked="" type="checkbox"/> Fumes/Odors         |
| <input checked="" type="checkbox"/> Face-to-Face Contact    | <input type="checkbox"/> Mechanical Equipment    | <input checked="" type="checkbox"/> Hazardous Materials |
| <input checked="" type="checkbox"/> Inside                  | <input type="checkbox"/> Electrical Equipment    | <input checked="" type="checkbox"/> Dirt Dust           |

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**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_