

# Help Wanted: Staff Planner – Community Development & Planning

CITY OF NEW BEDFORD

STAFF PLANNER \$44,991 – \$54,880

COMMUNITY DEVELOPMENT & PLANNING

Manages, initiates and coordinates the Planning Board, Zoning Board of Appeals (ZBA) and the permitting process for the City.

Responsible for the review and analysis of applications submitted to the Planning Board and ZBA for completeness and conformance with the City Code requirements. Includes the review and analysis of land development applications and building permits, and the related follow-up required to process and approve submittals. May prepare written and verbal presentations of findings related to land development applications to the Planning Board and ZBA as required. Primary responsibility is providing front counter customer service assistance, and processing of basic land development applications and building permit related requests. This position will have a great deal of public contact including answering questions in person, over the telephone and through e-mail.

The Staff Planner may also be required to perform a variety of general planning duties associated with other planning projects, including special projects, zoning and ordinance revisions and updates, and the development of City plans.

B.S. or B.A. in Planning, Geography, Landscape Architecture or related discipline plus two years' relevant experience, or a combination of related experience and education equivalent to completion of a four-year degree in planning or a related

field, which demonstrates significant knowledge of the principles of municipal planning and general office procedures; experience in municipal planning in the Commonwealth of Massachusetts. Working knowledge of GIS and Microsoft Office is required. Excellent writing, communication, research and decision making skills are required. Possession of a valid Massachusetts driver's license.

For application/complete job description, please visit **[www.newbedford-ma.gov](http://www.newbedford-ma.gov)** or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO