



TOWN OF KITTERY
Office of Human Resources
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1332 Fax: 207-439-6806
jobs@kitteryme.org

– OPPORTUNITY –
Director of Planning and Development

The Town of Kittery has an immediate opening for a Director of Planning and Development. Office hours are Monday through Thursday from 7:30am to 6:00pm, however additional availability may be required for meetings and presentations. The pay range for this salaried-exempt position is \$105,00 to \$125,000 annually. This position is eligible for medical, dental, life insurance, short-term disability and retirement benefits.

The purpose of this position is to ensure the Town is promoting the health, safety and general welfare of its residents through effective growth management, development and implementation of the Town comprehensive plan, and proper application of the town codes. Duties include but are not limited to: overseeing and coordinating all planning and development functions, supervising staff, preparing and managing budgets, developing and implementing community and economic development programs, providing professional services to the Planning Board and Board of Appeals, and performing additional tasks as assigned by the Town Manager.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees the Planning and Development Department including planning, code enforcement and assessing functions; supervises and evaluates assigned staff, manages employee concerns, directs work assignments, and counsels/disciplines employees;
- Advances the Town's community and economic development goals and objectives, communicates with land owners and potential developers, and ensures department activities result in fair, consistent, and predictable processes and treatment of all customers;
- Maintains, updates, and implements the Town's comprehensive plan;
- Develops and reviews amendments to the zoning ordinances that advance the Town's goals and objectives for effective growth management and land use;
- Receives and reviews development plans for compliance with town ordinances;
- Advises and provides effective professional support to the Planning Board, Board of Appeals, Board of Assessment Review and other boards, commissions, and committees as assigned;
- Works on special municipal projects as directed by the Town Manager;
- Represents the municipality in regional planning, transportation, and economic development organizations and initiatives; responds to requests for land use data, demographics, and municipal information;
- Recommends municipal position on pending state legislation and projects;
- Reviews and receives various reports, documents, and forms, including: blueprints, wetland alteration applications, and traffic analysis;
- Develops documents including: grant applications, draft ordinance amendments, and planning board agendas;

- Meets with the public and assists customers in understanding the Town land use code requirements and procedures;
- Develops and administers the annual departmental budget and approved capital improvement projects;
- Serves on local boards and committees as the Town's representative;
- Performs other duties as assigned by the Town Manager.

Essential Knowledge, Experience, Skills and Abilities

- Bachelor's degree in urban planning, regional planning, public administration or related field required, with a minimum of five years' of experience in professional planning, or related industry; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position;
- Ability to understand, interpret, and apply complex land use laws and regulations;
- Excellent verbal and writing skills, ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information;
- Ability to develop and maintain positive relationships with employees, vendors, and departments;
- Ability to exercise initiative and good judgement, to set priorities and complete efforts independently and as a member of a team;
- Ability to utilize mathematical formulas, and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Ability to produce reports that are accurate and complete;
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others;
- Ability to analyze situations quickly and objectively and to determine proper course of action;
- Must possess a valid driver's license.

Physical Requirements

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to operate a computer, keyboard, printer, telephone, and other equipment necessary to perform the duties of this position;
- Must be able to move or carry job-related objects or materials;
- Must be able to sit and stand for long periods;
- Must be able to physically traverse a site with potential uneven terrain, construction activity, and/or limited handicap accessibility;
- Must be able to communicate through speech and in writing;
- Must be physically capable of lifting 50 pounds.

Please complete the application located on our website at www.kitteryme.gov under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery
Attn: Human Resources
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Accepting application packets until position is filled.

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.