

## **Town of Kittery Job Description**

**Position Title:** Town Planner  
**Department:** Town Hall - Planning  
**Classification:** Full-Time Exempt  
**Pay Range:** \$55,000 - \$75,000  
**Bargaining Unit Status:** Non-Union  
**Reports To:** Director of Planning and Development

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The Town of Kittery Department of Planning and Development is hiring a Town Planner to support the Planning Board and other committees as assigned. The ideal candidate is well organized, possesses strong communication skills, and has 2+ years of experience working in a municipal planning office or architectural or engineering design firm. A bachelor's degree in a related field is desired. However, any person with a strong interest in land use planning and development, a combination of relevant work and education experience, an interest in public service, and a commitment to professional development is encouraged to apply. The Town offers competitive pay and benefits and a flexible 35-hour work week.

The primary responsibilities for this position are to manage the Town's development plan review process in support of the Planning Board and the Director of Planning and Development and to assist Kittery residents and business persons with permitting and zoning needs. Attendance at night meetings is required. An ability to understand architectural and engineering plans and studies and interpret zoning regulations, or the ability and enthusiasm to learn these skills, is essential to the role. Excellent writing skills and comfort with public speaking are also required.

The Town is busy planning for a sustainable future via initiatives focused on housing affordability, climate change, active mobility, transit improvements, resource conservation, and local business development, and is continually striving for process improvement and meaningful community engagement. The right candidate will also assist other staff or committees with these or similar planning projects as assigned.

### **Purpose**

The purpose of this position is to ensure development is consistent with the Town's land use codes and provide staff services to the Planning Board. This position reports to the Director of Planning and Development. Duties include, but are not limited to: assisting in the development and implementation of a growth management program; reviewing development proposals for compliance with Town ordinances; managing the town's GIS data; preparing and updating maps; assisting with developing amendments to the zoning and subdivision ordinances; interpreting ordinances; and performing additional related tasks as assigned by the Director of Planning and Development.

### **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.

- Assists updating, and implementing the Comprehensive Plan; assists in developing amendments to the zoning ordinances;
- Reviews development plans for compliance with Town ordinances, develops reports, and makes recommendations; produces public notices and abutters' notices; tracks applications through review and approval process;
- Coordinates with the Kittery Port Authority on applications that require Planning Board review and/or approval;
- Conducts preconstruction hearings, tracks compliance with orders of condition and permit requirements, conducts inspections as needed, and provides follow-up administration of Planning Board permits;
- Coordinates with other boards, commissions, committees, staff and departments on applications and development projects that cross multiple disciplines and Town jurisdictions;
- Prepares Planning Board agendas and meeting packets, including publishing public notices, posting agendas, and distributing packets;
- Responds to requests for land use data, demographics, and municipal information;
- Manages and maintains GIS data, prepares various maps and images such as the official zoning map, supplemental visual aids;
- 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 reports;
- Meets with the public to explain code requirements and procedures;
- Performs other related duties as assigned by the Director.

### **Essential Knowledge, Experience, Skills and Abilities**

- Bachelor's degree in urban planning, regional planning, public administration, or a related field, with a minimum of two years' experience in municipal planning, professional planning, or related industry is desired; or a strong interest in land use planning and development, a combination of relevant work and education experience, an interest in public service, and a commitment to professional development;
- 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 requirements 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](http://www.kitteryme.gov) under employment opportunities and submit a cover letter, resume and three professional references to:

Town of  
Kittery  
Attn: Human Resources  
200 Rogers Road, Kittery, ME  
03904  
[jobs@kitteryme.org](mailto:jobs@kitteryme.org)

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.