



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the full-time, position of:

Staff Planner

Office of Community Development

Hiring Salary Range: \$62,869.29 - \$76,071.97

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **October 10, 2016**.

The Town of Belmont seeks qualified applicants for the position of Staff Planner for the Office of Community Development. Under the general direction of the Director and Assistant Director, and under the direct supervision of the Senior Planner, performs a variety of technical and professional work in the current and long-range planning of the Town.

Prepares drafts of recommendations or decisions for action by the Zoning Board of Appeals and Planning Board. Reviews building permit submittals for compliance with Zoning Board and Planning Board requirements. Performs site inspections and other follow-up enforcement actions to ensure compliance with approved conditions and approvals. Conducts research into relevant legal issues by gathering and analyzing data and prepares studies and policy actions related to current Town issue, regulations and bylaws. Reviews Zoning Board of Appeals, Planning Board and Historic District Commission submittals for compliance with Zoning Bylaws and other applicable requirements. Assist with fulfilling the responsibilities of the Division's other committees. Requires attendance at early morning and night meetings outside of normal working hours. Other duties as assigned.

Bachelor's Degree in urban planning, or related field, from an accredited college or university and two to five years of increasingly responsible planning-related experience, or any combination of education and experience. A master's degree is preferred.

The hiring salary range for this position is \$62,869.29 - \$76,071.97, with potential increases to \$89,805.04. This is a 40 hour per week position and is exempt from overtime pay. As a full-time position, this job qualifies for the Town's comprehensive and generous benefits package, including health, dental and life insurance, membership in the Town of Belmont Pension system and paid vacation, sick, holiday and personal days.

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by the closing date of **October 10, 2016**. The Town of Belmont is an Equal Opportunity Employer.



Application Process

All applicants are required to complete a Town application form, available from the Town's website (www.belmont-ma.gov), by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. All full-time and part-time positions will require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov