



TOWN OF BELMONT

FULL TIME EMPLOYMENT OPPORTUNITY

TOWN PLANNER

OFFICE OF COMMUNITY DEVELOPMENT

SALARY RANGE \$85,312. - \$96,843. Dependent on Qualifications and Experience

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department

Responsible for the Planning Division of the Office of Community Development; coordinates all activities of the Planning Board and other committees as directed; coordinates, directs, and implements programs and projects that support commercial, residential, affordable housing, office and institutional developments; helps research and write zoning by-laws, grant proposals and requests for proposals. The Senior Planner also acts as a resource for information and technical assistance for other Town departments, officials and committees. This position represents the Town on citizen committees and at the state and regional levels. The work is performed under the general direction of the Director of Community Development.

- Provides staff support to the Planning Board (PB); reviews PB applications; prepares correspondence for applicants seeking site plan approval or a special permit; drafts site plan approval and special permit decisions for review and sign-off by the PB; conducts site inspections to ensure compliance with site plan approval and special permit decisions.
- Administers the Town's HOME program, represents the Town on the WestMetro HOME Consortium Committee; tracks Town's funding; works with the Belmont Housing Trust ensures that the Town's program complies with HUD regulations.
- Monitors the Town's Subsidized Housing Inventory; reviews and approves state Department of Housing and Community Development inquiries; makes application to the state for newly created SHI units in Town.
- Attends meetings and provides technical support for various permanent and temporary committees including, but not limited to, Belmont Housing Trust and the Historic District Commission.
- Drafts Town Meeting zoning warrant articles; supervises the preparation and/or revision of zoning by-laws and zoning maps; compiles information for the Attorney General.
- Maintains the Town's Open Space and Recreation Plan, Housing Production Plan
- Prepares the Planning Division Annual Town Report.
- Performs other duties as assigned or required.

Bachelor's degree in Urban Planning, Urban Design, or a related field; Master's degree preferred; with three to five years of Urban Planning experience; or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Position requires possession of a valid Massachusetts driver's license.

This is a full time 40 hour per week position and qualifies for the Town's total comprehensive benefits package,

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



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. Certain positions will also 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