

**TOWN OF TIVERTON PLANNER/ADMINISTRATIVE OFFICER**  
**Position Description**

**Qualifications:**

This is a dual role in municipal government with overlapping reporting relationships, responsibilities and minimum qualifications. To be successful, the employee will adapt to this complex environment using exemplary time and process management skills.

Graduation from an accredited college or university with a B.A. or B.S. is required. A Master's degree in Planning, Urban Design, Architecture, Public Policy, Urban Studies, or a related field is preferred. An American Institute of Certified Planners Certification (AICP) is desired.

At least five years of progressive responsible experience in Rhode Island planning is preferred. Municipal experience, especially in a small municipality, is desired. The Town will consider equivalent combinations of education and experience.

Strong leadership skills are necessary. The ability to communicate effectively with industry professionals, members of the general public and appointed and elected officials is necessary. Successful grant-writing experience is also required.

Demonstrated experience working with the public to solicit input and collaborate on planning-related projects of varying size and scope is essential. Knowledge of GIS mapping programs is desired.

The employee must be thoroughly familiar with relevant areas of the law, including but not limited to:

- State of Rhode Island Open Meetings Act (RIGL 42-46);
- State of Rhode Island Access to Public Records Act (RIGL 38-2);
- State of Rhode Island enabling statute for local regulation of land development and subdivision (RIGL 45-22, 23, 24);
- Working knowledge of the statutes (RIGL Title 46) and associated regulations dealing with the water resources of the State, including Coastal Resources Management Council (CRMC) authority, storm water management laws, and wetlands protection laws;
- Town of Tiverton Comprehensive Community Plan, Zoning Ordinance, Land Development and Subdivision Regulations, Planning Board By-Laws and Planning Board Policies and Procedures.

**Planner Position Duties:**

The primary function is to aid and assist the Planning Board, Town Council and volunteer Boards and Commissions to successfully execute the planning goals identified in the Comprehensive Community Plan.

- Provide technical support to the Planning Board, the Zoning Board of Review, the Zoning Official, the Town Administrator and the Town Council.

- Aid and assist the Planning Board writing new or revised Land Development and Subdivision Regulations, Zoning Ordinances or Comprehensive Community Plan amendments for review.
- Coordinate closely with the Building Official, both on operational aspects and on significant matters involving both offices.
- Monitor funding opportunities and prepare grant applications available through the Rhode Island State Office of Planning or other appropriate sources.
- Conduct Grant, Contract and Cost Management of Planning and Grant Projects.
- Respond to Federal and State inquiries and prepare reports.
- Attend Town Council, Planning Board and Zoning Board of Review meetings.
- Prepare and administer department budget.
- Supervise support staff.
- The Planner reports to the Town Administrator and other responsibilities and duties that may be assigned as required by the Town Administrator.

**Administrative Officer General Duties:**

The Administrative Officer (AO) is a role established by RIGL 45-23-55, as amended from time to time, as well as the Land Development and Subdivision Regulations of the Town. The AO carries out the day to day policies and processes of the Planning Board. The AO's duties are as follows:

- Advise developers/ land owners of correct procedure for making applications and provide appropriate paperwork.
- Clock in all development applications as soon as they are submitted and certify them complete/incomplete based on Land Development & Subdivision Regulations and checklists and ask legal counsel and/or consulting engineer for input where needed.
- Fully conform to deadlines for application certification and ask legal counsel and/or consulting engineer for input where needed.
- Collect fees (based on Council-approved fee schedule) and sureties (based on Board vote) and do not accept applications if the fee is not also submitted.
- Assist chairperson in setting Planning Board regular and special meeting agendas.
- Take meeting minutes or proofread minutes taken by someone else. Tape record meetings.
- Organize and conduct ad hoc Technical Review Committee meetings.
- Create and record administrative subdivisions and call to the Board's attention any applications that might be controversial and merit Board review.
- Draft & disseminate monthly AO reports.
- Draft decisions with input from legal counsel and post them in a timely fashion.

- Achieve proficiency in GIS technology and use this technology to thoroughly study proposed development sites.
- Attend Zoning Board of Review meetings and represent Planning Board in matters of process and substance.
- Distribute to the Board all documentation related to applications that they will need to make sound findings.
- Call to the Board's attention any opportunities for member training seminars (Grow Smart RI, RIDEM, etc.) and distribute copies of pertinent articles on good planning procedures and techniques.
- Conduct site visits to become familiar with local conditions and organize any Planning Board site visits.

### **Other Job Requirements and Commitment**

This is an office-based job. The employee must be able to sit or stand for prolonged periods of time. The employee must be able to see, hear, and speak. The ability to focus on detailed information and bring projects to resolution in a timely fashion is essential. The employee must be comfortable speaking in public. Night meetings are required, therefore, the employee must be able to function at a professional level even after a regular work day and have access to reliable means of transportation to and from meetings at all hours of the day.

Basic skills that the employee must have and maintain throughout his/her tenure include: the ability to use basic office software programs for word processing, financial analysis, formatted slide show presentation, email and project management; the ability to maintain extensive, legally sensitive archives of applications and supporting material in an organized and user-friendly manner; proficiency managing numerous competing demands for time and attention while rendering high quality professional results on each task; familiarity and comfort with meeting strict deadlines as established by law; well-developed research skills including an understanding of land evidence recordkeeping and GIS mapping systems as an analytical tool; and the ability to read and understand engineered plans for land development projects.

The employee is an essential participant in Planning Board meetings and drives a number of internal processes with or without direct Planning Board involvement (such as calling and presiding over meetings of the Technical Review Committee). Meeting attendance and flexibility to schedule meetings as the work requires are necessary traits. The work flow of Planning Board business will set the pace and commitment level for the employee. Commitment also connotes that the employee will be responsive to requests for additional information or analysis in a timely fashion.