



Job Posting

Position: Planner & Land Use Administrator

Department: Planning and Development

Union: USWA Grade 9

Salary: \$51,071.13 - \$63,989.80

DUTIES: responsible for reviewing applications, preparing recommendations and drafting/filing decisions relative to zoning relief applications, subdivision/ANR plans, site plan review applications and design review applications in fulfilling requirements as set forth in M.G.L. Chapter 40A and Chapter 41. Under direction, this position will support the community planning process and its component planning initiatives, project management activities, grant writing and administration. Conduct the overall application process for land use applications: interact with applicants, assess the completeness of applications, track document distribution, and manage case schedules and reviews in consultation with Departments and Boards. Oversee the administrative functions associated with land use applications in accordance with statutory procedural requirements including filing of application, notice, public hearing/meeting, minutes, and decision, and record keeping. Maintain a thorough understanding of Chapter 40A and the Chelsea Zoning Ordinance, the Chelsea Subdivision Regulations, and other land use documents to provide technical support to applicants and staff. Prepare draft reports, recommendations, and case decisions for the review and approval of the Director on Special Permit, Variance, Site Plan Review, Design Review and Administrative Appeal applications. Coordinate and collaborate with Department staff and other City Departments. Coordinate case scheduling and notices with ZBA Secretary. Prepare grant applications under the jurisdiction of the Department and administer grant. Assist with general planner duties and functions such as neighborhood studies, downtown initiatives, etc. Provide technical support in the review and update of city land use regulations, coordinate and document revisions to the land use regulations, including the zoning ordinance and maps; draft zoning amendments and manage the amendment process.

QUALIFICATIONS: BS/BA in Planning, Urban Studies or a related field and four years' experience in private or municipal planning and/or Masters' Degree with two years professional experience in planning. A combination of relevant education and experience will be considered. A detailed knowledge of zoning and subdivision regulations and practice in Massachusetts. A basic knowledge of wetland issues and regulation in Massachusetts is helpful. Experience in plan review. Very good writing and communication skills; ability to meet and deal effectively with local, state and federal government agencies, the general citizenry and the business community, toward project completion. Ability to track and manage zoning and subdivision permitting processes. Experience in project management and GIS is helpful, as is familiarity with appropriate state regulations and procedures regarding funding and public

Please email cover letter and resume to jobs@chelseama.gov , or visit www.chelseama.gov Applications will be accepted until position is filled. The City of Chelsea is an Equal Opportunity Employer