



Effective Date: May 9, 2022

Organization: City of Barre, Vermont, USA
Position Title: Junior Municipal Planner
Classification: Non- Exempt
Department: Planning Permitting and Assessing
Supervisor: Director of Planning Permitting and Assessing

Summary/Objective

The Junior Planner is a professional position with a high degree of independence and responsibility for initiating, implementing and administering a wide range of community and economic development activities, including the City's Municipal Plan, Unified Development Ordinance, and Flood Hazard Regulations.

This position works closely with, and under the direction of the Director of Planning, Permitting, & Assessing, in order to coordinate the activities to best implement the foals of the City Plan and the City Council.

Scope of Position

- Provides a high level of service to staff, commissions, committees, the Director, the City Manager and the City Council.
- Is a professional position with a high degree of responsibility for assuring compliance with the City's Unified Development Ordinance, and state statute Chapter 117 and related provisions.
- The Junior Planner is supervised, and works closely in a team environment with the Department Director, City Manager, elected and appointed officials regarding planning and zoning issues including bylaw amendments. Communication with the team is imperative for an effective department.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Independently and jointly with the Director, analyze economic development, housing and other community development trends and opportunities;
- Collaborate with others to prepare and present revisions to the City Plan as needed or required;
- Collaborate with others to prepare and present revisions to the Unified Development Ordinance as needed or required;

- Collaborate with others to prepare and present revisions to the Flood Hazard Regulations as needed or required;
- Provide staff support to the City Planning Commission. These meetings are currently the second and fourth Thursdays from 5:30 pm to 7:00 pm, with some changes during the year to accommodate holiday schedules;
- Work closely with one or more citizen committees, including but not limited to the Energy Committee, and Housing Task Force, to develop and implement the policies and activities in the community and economic development provisions of the Barre City Municipal Plan;
- Maintain good relations with the public, other government agencies, private sector groups, constituents, and individuals;
- Present information to the public, City Manager, City Council, and other entities as warranted to convey necessary information about proposed activities, their basis, and implications;
- Attend City Council meetings as needed or required. These meetings are currently Tuesday nights starting at 7:00 pm (subject to change by Council);
- Organize and assist in measures to inform, include, and involve the public in a wide variety of short and long range planning activities, including, but not limited to, presentations at public meetings, initiating media contacts, or conducting citizen surveys;
- Undertake and assist in measures to inform, include, and involve the public in community and economic development activities;
- Provide guidance to the Council, commissioners and the public on strategies for implementing the City Plan. This will include preparation of revisions to the City's Unified Development Regulations, Flood Hazard Regulations, and other ordinances as well as any recommended programs, projects, and policies;
- Thorough knowledge of the City of Barre's land use related ordinances and 24 V.S.A. Chapter 117;
- Work with the Permit Administrator as needed on the Unified Development Ordinance and the Flood Hazard Regulations and how well their implementation is going;
- Assist in sharing departmental duties, as warranted and under the direction of the Director, in the absence of other staff members for an extended period of time;
- Assist the support staff in maintaining appropriate records and files and assuming clerical duties as necessary in order to meet obligations;
- Perform all other tasks as assigned by the Department Director and/or the City Manager.

Necessary Knowledge, Skills and Abilities

- Bachelor's degree in urban planning, community development, public administration or related field.
- A minimum of two (2) years of experience in planning, public administration, community development, or public management is required;
- A current Certification as a CFM (Floodplain Manager) or willingness to become a CFM;
- A current Certification as a AICP (American Institute of Certified Planners) and willingness to become AICP certified;
- Familiarity with zoning and subdivision bylaws, and flood hazard area regulations;
- Ability and willingness to attend evening meetings, particularly local and regional planning commission meetings;
- Knowledge of modern office equipment (printers, copiers, scanners, faxes etc.), practices and procedures;

- Proficiency with computers, including word processing, database management, the Internet, and other technologies, as well as an aptitude for learning new applications required to accomplish various tasks. The Department currently uses Outlook, Excel, Word, Teams, Zoom, Adobe Acrobat;
- Accurate data entry skills with great attention to detail;
- Ability to work as part of a team to initiate and perform detailed work with appropriate supervision;
- Ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively;
- Excellent oral and written communication skills;
- Ability to interact courteously, clearly and tactfully, and in a timely manner with the staff and the public;
- Ability to make decisions in accordance with laws, ordinances, regulations, and established policies and procedures;
- A valid driver's license and reliable vehicle.

Supervisory Responsibility

This position has no supervisory authority and reports directly to the Director of Planning, Permitting and Assessing Services. This position will work with other City of Barre staff to provide assistance in the completion of duties as discussed above.

Physical Demands

The physical demands 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.

Work Environment

Work is normally performed in a climate controlled office environment where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, copiers). The primary office location is in City Hall, where occasional sirens and vehicle noise and the general public is heard.

Position Type/Expected Hours of Work

This position is classified as non-exempt full-time. Standard days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m. with an hour lunch time. However, the position requires the ability to periodically work during nonstandard hours for Planning Commission or Energy Committee meetings or when the need arises and is approved by the Director.

Travel

Travel may be required around the City of Barre to properties, as well as to seminars and similar events.

PHYSICAL ACTIVITY REQUIREMENTS

- Employee is responsible for wearing and maintaining personal protective equipment when needed.
- This job requires the ability to stand for extended periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers, and to recognize audible warning devices from trucks and equipment.
- Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.
- Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Work frequently occurs in confined areas.
- The noise level in the work environment is sometimes loud.

| Primary Physical Requirements | | Other Physical Requirements | |
|-------------------------------------|------------------------|--|------------------------|
| Lift up to 10 lbs.: | Performed regularly | Twisting: | Performed frequently |
| Lift 11 to 25 lbs.: | Performed frequently | Bending: | Performed frequently |
| Lift 26 to 50 lbs.: | Performed rarely | Crawling: | Performed rarely |
| Lift over 50 lbs.: | Performed rarely | Squatting: | Performed frequently |
| | | Kneeling: | Performed frequently |
| Carry up to 10 lbs.: | Performed regularly | Crouching: | Performed frequently |
| Carry 11 to 25 lbs.: | Performed frequently | Climbing: | Performed rarely |
| Carry 25 to 50 lbs.: | Performed rarely | Balancing: | Occasionally performed |
| Carry over 50 lbs.: | Performed rarely | Work Surfaces | |
| Reach above shoulder height: | Regularly performed | In Avg. 8 hour Day Employee is Required to: | |
| Reach at shoulder height: | Regularly performed | | |
| Reach below shoulder height: | Regularly Performed | | |
| | | Sit | |
| | | Consecutive Hrs. | 1 2 3 4 5 6 7 8 |
| Push/Pull: | Performed frequently | Total Hrs. | 1 2 3 4 5 6 7 8 |
| Hand Manipulation | | Stand | |
| Grasping: | Performed regularly | Consecutive Hrs. | 1 2 3 4 5 6 7 8 |
| Handling: | Performed regularly | Total Hrs. | 1 2 3 4 5 6 7 8 |
| Torquing: | Occasionally performed | Walk | |
| Fingering: | Performed regularly | Consecutive Hrs. | 1 2 3 4 5 6 7 8 |
| | | Total Hrs. | 1 2 3 4 5 6 7 8 |

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States.

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.