



BATH
MAINE *City of Ships*

Employee Job Description

Job Title	Assistant Planner
Department	Planning and Development
Grade Level	B09
FLSA Status	Exempt
Union Status	Non-Union
Employment Status	Full Time Permanent
Last Updated	September 11, 2024

GENERAL PURPOSE:

Assists with managing city planning and development review functions. Consults regularly with and assists Director of Planning.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Planning.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the management of city planning and development review, including site plan and subdivision reviews.
- Makes interpretations of the Comprehensive Plan and Land Use Code.
- Provides resource materials and recommendations to the Planning Board. Serves as a substitute staff representative to the Planning Board.
- Provides planning and land use advice to staff and other officials.
- Communicates official plans, policies and procedures to staff and the public. Responds to public inquiries. Provides quality customer service.
- Prepares reports, correspondence, directives and other general and technical materials for the Planning and Development Department and City Manager, as requested.
- Applies for and manages grant funds for the Planning Director, Sustainability Director, or Economic and Community Development Director, as assigned.
- Serves on committees as directed. Performs other duties as assigned.

DESIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in land-use or urban planning, public administration, civil engineering, economic development, or a related field.
- Experience in municipal project management, economic and community development, land use or urban planning, GIS, or related field preferred; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Ability to communicate verbally and in writing.
- Ability to understand maps, building plans, site plans. Familiarity with geospatial reference maps.
- Ability to interpret complex information.
- Ability to work independently, carry out assignments from general instructions, and to follow precise rules and guidelines when necessary.
- Ability to keep records, assemble and organize data, and prepare reports.
- Ability and initiative to use resourcefulness and tact in meeting new problems.
- Excellent interpersonal skills: ability to establish and maintain effective working relationships and facilitate meetings. Ability to maintain confidentiality.
- Familiarity with office practices, procedures and equipment.
- Must have flexibility to attend evening and weekend meetings when required.

PHYSICAL REQUIREMENTS

This job primarily works at a computer in an office. The employee is frequently required to walk, and to travel to other locations for site visits, meetings, or conferences. While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. 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.

This job description does not constitute an employment agreement and is subject to change.
The City of Bath is an Equal Opportunity Employer