

The Town of Epping, NH seeks a Planner/Code Enforcement Officer:

ESSENTIAL DUTIES & RESPONSIBILITIES Responsible for:

- Attends all Planning Board and Zoning Board Meetings. Selectmen meetings as needed.
- Provides administrative and technical review of all subdivision and site plan applications, this include schedule technical review meeting with Police, Fire, Public Works, and Water & Sewer.
- Prepares Notice of Decisions for review by Board members.
- Review Zoning applications and prepare denial letter for Board members.
- Drafts land use ordinances and reviews and prepares zoning amendments.
- Reviews federal and state land use laws to assure local compliance.
- Provides assistance to the public, other departments and outside agencies regarding planning related questions.
- Identifies grant opportunities and prepares grant proposals; as well as research, deliver, and aid in the implementation of grants.
- Provides support and assists with long range plans and other special projects as directed by the Planning Board Chair or Board of Selectmen.
- Interacts with the public, applicants, developers, and other Town Departments regarding development proposals, land use regulations, planning initiatives, and general department inquiries.
- Performs site walks that may occur over rough, uneven, or rocky surfaces.
- Work with the Town Engineer to review projects.
- Act as Code Enforcement Officer on matter regarding zoning regulations, State RSA's, site plan regulations, and subdivision regulations.
- Coordinate enforcement and remedies as a result of any violations.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree in planning, community or economic development, public administration or related field is required.
- Master's Degree in Planning or related field is desirable, but not required.
- Five years of progressively responsible experience in a complex municipal environment;
or
- Any equivalent combination of education and progressively responsible experience considered.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of municipal land use planning.
- Ability to analyze and interpret laws, ordinances, rules and regulations.
- Ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees and the general public.
- Ability to maintain detailed and accurate records.
- Knowledge of grants, grant writing, and grant administration.
- Familiar with geographic information systems and/or google earth.

- Ability to articulate and explain Town ordinances and skilled in public relations.
- Strong analytical skills with the ability to evaluate the implementation of policy actions and alternatives.
- Ability to read and interpret land use plans.
- Essential computer skills, i.e. Microsoft Office Suite.

Pre- employment testing will include criminal background check.

Submit a cover letter, resume, and three professional references to:

Town of Epping, NH

157 Main Street

Epping, NH 03042

Or

Email to planningboard@townofepping.com

Job details

Benefits

- Health insurance
- Dental insurance
- Short Term Disability Insurance
- Health Reimbursement Account
- Vacation
- Holidays
- Retirement plans

All applications for this position will be held in confidence.

Job Type: Full-time

Schedule:

- Monday to Friday

Town's website:

- www.townofepping.com

Benefit Conditions:

- Only full-time employees eligible