

**Job Title:** Town Planner

**Department:** Building Department

**Reports To:**

**Job Summary:**

Town Planner is responsible for the orderly development of cities, towns, and rural areas, ensuring that growth is sustainable, functional, and meets the needs of residents. Also responsible in creating a vision for the future of the community, balancing competing interests and needs while managing growth and development in a sustainable way and ensuring that communities are functional, livable, and equitable whilst protecting the environment and preserving cultural heritage.

**Key Responsibilities:**

- **Planning and Development:** Developing and implementing long-term plans for the growth and development of the city, including land use, transportation, infrastructure, and community facilities.
- **Zoning and Regulations:** Creating and enforcing zoning ordinances and regulations to ensure orderly development and compliance with the city's plans.
- **Reviewing Applications:** Reviewing and processing development applications, such as building permits, subdivisions, and rezoning's, to ensure they meet the city's requirements and policies.
- **Community Engagement:** Engaging with the community to gather input on planning issues and ensure that development reflects the needs and desires of residents.
- **Collaboration:** Collaborating with other city departments, agencies, and stakeholders to coordinate planning efforts and ensure that development is aligned with other city initiatives.
- **Research and Analysis:** Conducting research and analysis on demographic, economic, and environmental trends to inform planning decisions.
- **Presentations and Reports:** Preparing and presenting reports and recommendations to the city council, planning commission, and other decision-making bodies.

**Tasks:**

- Conducting site visits and field studies to assess development proposals and environmental impacts.
- Preparing and presenting planning proposals and recommendations to the city council or planning commission.
- Negotiating with developers and other stakeholders to reach agreements on development proposals.
- Providing technical assistance and guidance to the public on planning and zoning issues.
- Monitoring development activity and ensuring compliance with city regulations.
- Staying up-to-date on current planning trends, best practices, and legislation

**Qualifications & Experience:**

- Bachelors or master's degree in urban planning, or a related field such as architecture, landscape architecture, or engineering.
- Knowledge of planning principles, zoning regulations, and development processes.
- Strong analytical, communication, and interpersonal skills.
- Ability to work effectively with diverse stakeholders.
- Experience with planning software and tools.

**Other Requirements:**

- **Professionalism:** Maintain a professional demeanor and appearance at all times.
- **Teamwork:** Ability to work effectively as part of a team and collaborate with colleagues across departments.
- **Adaptability:** Ability to adapt to changing priorities and work effectively in a fast-paced environment.