

Boothbay Harbor-Waldoboro
Shared Planner/Economic Development Position
Potentially Applicable to Edgecomb

General Purpose

- Performs a variety of routine and complex administrative technical, technical and professional work in support of the community's land use and zoning program and in the preparation and implementation of economic development plans, programs and services

Supervision

- Works under the general supervision of the town manager planning board/board of selectmen

Duties - General

- Meets with general public to discuss planning, zoning and development issues
- Completes projects related to demographic analysis, housing, land use, zoning, economic development, transportation, environmental assessments, etc.
- Assists in coordination of projects with other municipal departments
- Assists in maintaining effective GIS, land use and development-related software
- Coordinates public hearings and maintains records, notices, agendas
- Monitors local, state and federal legislation and regulations relating to planning and economic development

Duties – Planning

- Conducts research on issues, policies and concepts pertaining to planning and zoning
- Reviews and prepares updates and amendments to zoning and land use ordinances
- Designs and writes zoning and land use ordinances
- Oversees periodic updates of the comprehensive plan including ensuring that such updates are found consistent with applicable state regulations by the State Planning Office
- Prepares and updates land use and planning maps
- Operates computer to generate computerized maps, conduct research and solve planning problems
- With the CEO, reviews commercial and residential projects to ensure compliance with zoning and land use ordinances

- Participates in project review meetings with CEO other municipal departments and developer representatives
- Prepares written reviews and findings of fact for projects that require approval of Planning Board and attends Planning Board meetings
- Conducts workshops for Planning Board and Board of Appeals members on meeting procedures, ordinance interpretation, applicable state laws and regulations and related issues
- With the CEO, reviews and approves compliance of projects with approved plans and Planning Board conditions of approval

Duties – Community/Economic Development

- Conducts research on issues, policies and concepts pertaining to community development
- Responsible for various community development activities including:
 - CDBG and other grant applications, administration and implementation
 - multi- and single-family housing rehabilitation
 - income eligibility surveys
 - neighborhood public infrastructure
- Responsible for various economic development activities including:
 - small business micro-loan and business assistance loan programs
 - market studies
 - Midcoast Pine Tree Zone activities
- Develops and maintains a comprehensive inventory of available buildings and sites for economic development purposes
- Prepares and maintains information on utilities, taxes, zoning, transportation, community services, financing tools
- Designs and writes development agreements
- Responds to requests for information for economic development purposes
- Serves as a liaison between the local government and the chamber of commerce, local business association, Midcoast Pine tree Zone and other groups and associations interested in economic development
- Oversees use of local economic development financing tools
- Prepares and presents economic and community development plans and information
- Coordinates a variety of activities including marketing related to economic and community development, including expansion and retention of businesses

Minimum qualifications

- Graduation from college with bachelor's degree in geography, urban planning, public administration, economics, marketing, finance or a closely related field and:
 - four years related experience; or
 - any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience
- Considerable knowledge of:
 - legal system and procedures affecting planning and zoning
 - principles and practices of local government planning and zoning, economics
 - planning, zoning and subdivision law and theory
 - local government structure and operations including budgetary procedures and fiscal management
 - **business development and economic development practices and techniques and HUD CDBG program**
 - **financial analysis, negotiations, project management and contract administration**
 - interpersonal communication skills
- A general understanding of:
 - civil engineering
 - photo interpretation
 - hydrology
 - map reading
 - solid waste management
 - stormwater management
 - soils
- Ability to:
 - interpret codes and ordinances accurately and effectively
 - enforce regulations with fairness, tact and impartiality
 - communicate effectively verbally and in writing
 - prepare and present technical reports
 - operate personal computer and various applications (GIS, Word, Excel, etc)
 - develop and maintain effective working relationships with elected officials, federal and state agencies, fellow employees and the public
- State of Maine drivers license required

Work environment

- Tasks require a variety of physical activities not generally involving muscular strain
- Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching
- Talking, hearing and seeing required in daily performance of job duties
- Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving
- Some outdoor work required in the inspection of various land use developments and construction sites
- Periodic travel required in the course of performing portions of job functions

Application – suggested supplemental information

- List all degrees received and courses/seminars/training completed that are related to the work including where the degrees were received or the administering institution for the courses/seminars/training
- List all current and valid professional certifications relevant to the position, including the agency or institution administering the certification
- Describe in detail professional experience in:
 - interpreting and applying zoning and land use ordinances; complete a separate entry for each position held
 - working with the general public, consultants, developers, government agencies, and appointed/elected boards and committee; complete a separate entry for each position held
 - conducting research on land use and zoning issues, updating comprehensive plans, and preparing oral presentations and/or written reports; complete a separate entry for each position held
 - working with computer applications that relate specifically to this position, such as GIS or similar programs: complete a separate entry for each position held
 - working with financing and economic incentive programs for businesses; complete a separate entry for each position held

Position Advertising

- Based on conversation with an HR director experienced in advertising planning positions, he has had the most success with *jobsinme.com*. He said he also routinely places display ads in the Maine Sunday Telegram, Kennebec-Journal and Bangor Daily News for planner positions. It is not possible to get price quotes until the

display ad is prepared but the potential advertising costs are probably not too far off:

- jobsinme.com - \$350-\$500
- Maine Sunday telegram - \$600-800
- Kennebec-Journal - \$500-600
- Bangor daily News - \$500-600

The *jobsinme.com* estimate is for a 3-month listing while the others are for a couple of days, including the weekend.

Interlocal Agreements

- There are at least three interlocal agreements that are being used to share employees: Dexter and St. Albans (CEO/LPI), Yarmouth and Cumberland (CEO) and Mapleton, Castle Hill and Chapman. Copies of the agreements are attached.
- In the Dexter-St.Albans agreement, Dexter serves as the host community for health insurance with St. Albans contributing 25% of the plan's cost but payroll functions are kept separate.
- In the Yarmouth-Cumberland agreement, the CEO is an employee of Yarmouth for the purposes of payroll but town towns share all costs on a 50-50 basis. Because of statutory and ordinance requirements, the CEO is appointed by each town to the position.
- The Mapleton, Castle Hill and Chapman agreement covers the town manager, clerical, CEO, plumbing inspector and assessing agent as well as administrative, recreation and fire protection expenses. The cost sharing formula is based on 70% population and 30% assessed valuation. There is a separate joint highway agreement cost sharing formula for salaries, equipment and related highway expenses. Because of the level of shared costs and services, it is administered by a joint board of selectmen.
- A planner or economic developer is typically a salaried position that involves night meetings so the total hours worked per week often exceeds a normal workweek without additional compensation. As a shared position, it will be important to develop a formula that fairly apportions the work effort between the two communities. It needs to recognize, however, that night meetings may occasionally occur more frequently in one of the communities. In addition, the basic employment contract might include a single evening meeting with additional meetings subject to comp time.

Salary Ranges for Comparable Positions

Location	Population	Position	Salary	Fringe	Experience
Utah - county		planner	\$35-49K \$39-55K \$44-61K		1 year 3 years 5 years
Auburn	23,000	planning director	\$45-60	~ 40% med/den/retire	5 years
LURC		environmental planner	\$38-49K		
Lewiston	36,000	planning director		~50-55%	
Topsham	9,200	planning director	\$47K		
Gray	6,800	planner	\$48K		
Belfast	6,600	planning director	\$59K		
Ellsworth	6,500	planning director	\$53K		
Harpswell	5,200	planner	\$38K		
New Gloucester	5,000	planner	\$40K		
Topsham	9,200	TDI (econ devel)	\$48-55K		5 years
Hampden	6,600	econ/comm devel	\$63K		
Fairfield	6,500	econ/comm devel	\$35K		
Gardner	6,200	econ/comm devel	\$59K		
Madison	4,500	econ/comm devel	\$54K		
Richmond	3,400	econ/comm devel	\$42K		
Rockport	3,300	econ/comm devel	\$50K		
MMA Survey	3,500-5,000	planner	\$54K		
MMA Survey	5,000-10,000	planner	\$56K		
MMA Survey	2,000-3,500	econ/comm devel	\$41K		
MMA Survey	5,000-10,000	econ/comm devel	\$52K		