

Associate Planner, Community Development and Planning

Town of Hull, MA

The Town of Hull is seeking qualified applicants for the full-time position of Associate Planner. The Associate Planner will work to carry out the regulatory planning and development functions of the department under the direction of the Community Development and Planning Director. The position will work closely with the Planning Board, Design Review Board and other land use boards and committees providing staff assistance, reviewing applications and coordinating preparation of meeting agendas and information as well as other projects and tasks as identified by the Director. Work schedule: Monday – Thursday 7:45 A.M. to 5:00 P.M. Full time hours include some evening hours to attend required meetings.

Associate Planner's essential functions include, but are not limited to: Assist the Department in the permitting of new commercial and residential projects in coordination with the Planning Board, Design Review Board, Building Department, outside consultants, other town departments and the public; prepare and track legal notices and advertisements; assist applicants to submit complete applications; draft decisions and conditions of approval for the Planning Board; and oversee compliance with project conditions. Conduct site inspections as needed. Attend departmental, committee and board meetings (day/evening meetings) as directed. Work with town committees such as the Affordable Housing Committee, Historic Committee Economic Development Committee and other boards and committees as directed.

A bachelor's degree in in planning, geography, community planning, landscape architecture, economic development, public administration or other related field with demonstrated experience in consulting or municipal planning.

A valid Massachusetts motor vehicle operator's license. Annual Salary \$65,000 + benefits.

For first consideration, please forward cover letter and resume to: Phil Lemnios;
nallen@town.hull.ma.us Search will remain open until the position has been filled.