



CITY OF PEABODY

# HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

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Director of Human Resources

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Human Resources Aide

## JOB POSTING CITY PLANNER

**Job Title:** City Planner

**Location:** City Hall, 24 Lowell Street, Peabody

**Schedule:** Full-time, 32.5 hours per week, Monday through Wednesday 8:30 AM to 4:00 PM,  
Thursday 8:30 AM -7:00 PM, Friday 8:30 AM – 12:30 PM

**Pay Rate:** \$42,000.00 - \$52,204.00 DOQ

### **Summary Statement of Duties: (Full job description available at the Human Resources Department, City Hall, 24 Lowell Street)**

The City of Peabody seeks interested and qualified candidates for the position of City Planner. The City Planner reports to the Director of Community Development and Planning and is responsible to develop comprehensive plans and programs for utilization of land and physical facilities for the City of Peabody. Applicants should have a strong planning background and education and/or experience in planning and/or economic development. The position requires a self-motivated, well-organized, detail oriented individual.

### **Essential Duties and Responsibilities:**

The City Planner is responsible for the following essential duties, other duties may be required or assigned.

- Compiles and analyzes data on economic, social, and physical factors affecting land use, and prepares or requisitions graphic and narrative reports on data.
- Provides professional advice to the Planning Board on subdivision rules and regulations, evaluation plans, proposed zoning amendments, and plans relating to all areas of development.
- Acts as agent/liaison of the Planning Board; coordinates, attends and facilitates all Planning Board meetings, makes presentations, as necessary; attends public hearings and other related meetings and conferences.
- Confers with local authorities, civic leaders, social scientists, and land planning and development specialists to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial and community uses.
- Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal.
- Administers the subdivision control law, including processing of preliminary and definitive plans and coordination of plans submitted for Planning Board approval.
- Coordinates planning activities with other city departments; has regular contact with engineers, attorneys, applicants and general public.
- Reviews and evaluates both urban and environmental impact reports applying to specified private and public planning projects and programs.

### **Qualifications: (Full statement of qualifications available at the Human Resources Department, City Hall, 24 Lowell Street)**

Education and Experience: Three to five years of related experience or training desired. Bachelor's degree in urban planning, regional planning, public administration, or related field required; Master's degree or equivalent is preferred. Professional experience in local government or a related agency/field, preferably with specific planning, economic development or community development experience. Must have the ability to read, analyze and interpret planning and technical journals, land use plans, financial reports, zoning ordinances, and legal documents. Must respond verbally and in writing to inquiries or complaints from residents, regulatory agencies, and members

of the business community. Must have the ability to communicate effectively both written and verbally. Must be able to effectively present information to top management, boards and commissions, public groups, and/or boards of directors. Must possess the ability to conduct independent research and interpret results. Strong research and computer skills required; excellent customer service skills a must.

**Posting date: January 22, 2018**

Qualified candidates please apply by submitting a cover letter and resume on or before 12:30 PM on Friday, February 9, 2018 at the City of Peabody, Human Resources Department, City Hall, 24 Lowell St. Peabody, MA 01960; via email [ctrombley@peabody-ma.gov](mailto:ctrombley@peabody-ma.gov); or via fax 978-278-1544. Peabody is an EOE.