

TOWN OF TIVERTON
SEEKING APPLICANTS FOR
ASSISTANT TOWN PLANNER

The Town of Tiverton is currently seeking a qualified person to work in a full-time capacity as an Assistant Town Planner. This position is scheduled for 35 hours per week and is a non-Union position. Application and job description are also available on Tiverton website www.tiverton.ri.gov.

Submit all applications, resumes and references to Tiverton Personnel Board, PO Box 38, Tiverton, RI 02878 marked ATTN: Assistant Town Planner or via email to tivertonpersonnel@tiverton.ri.gov. Applications will be accepted until position has been filled.

Tiverton is an Affirmative Action/Equal Opportunity Employer

Town of Tiverton – Assistant Town Planner

The Town of Tiverton is seeking an Assistant Town Planner, who under the direction of the Town Planner, will perform various administrative and technical work supporting the Planning Department in the day-to-day operations of the department. The Planning Department is responsible for providing technical and administrative support to the Planning Board and is responsible for a variety of tasks related to land development and zoning for the Town. This position will support the role of the Town Planner in plan review and the development of reports and studies on an as needed basis for the Town. Attendance at monthly Planning Board meetings is required and other night meeting requirements may apply as directed by the Town Planner.

General Duties and Responsibilities

- Review of land development and subdivision applications, generating staff reports and/or draft decisions
- Respond to public inquiries
- Conduct research and analysis related to current planning projects
- Coordination with the Building and Zoning Office
- Attendance at Planning Board meetings (held on the first Tuesday of each month at 6:30 pm)
- Work on special planning project in areas related to zoning, housing, economic development, and land use planning
- Assist with the required administrative public service aspects of working in a municipal planning office
- Perform other related duties as assigned by the Town Planner

Required Skills and Qualifications

- Excellent interpersonal and communication skills to interact with the public, applicants, and other town staff
- Skilled in writing narrative reports and drafting concise technical memos
- Bachelor's degree
- Demonstrated knowledge of planning principles and an ability to interpret site plans
- Ability to prioritize work with multiple deadlines
- Willingness to learn technical skills and subject matter related to planning and land use
- Proficiency in Microsoft Office Suite and Excel
- Skilled in communicating with the public

Preferred Skills and Qualifications

- Experience in a municipal planning office
- Bachelor's degree in community planning or a related field
- Skilled in writing technical ordinances and planning related reports and plans
- 1 to 4 years of experience as a planner or related field