

PLANNING & ZONING DIRECTOR/  
SPECIAL PROJECTS COORDINATOR

Supervisor: City Manager

Classification: Salary, Exempt

Supervises: (1) Planning and Zoning Part-Time Administrative Secretary

The Planning & Zoning Director is a full-time, department head position responsible for supervising, directing, and managing all administrative and technical aspects of the Planning and Zoning Department. The Planning and Zoning Department is responsible for the effective delivery of planning related services including plan review, subdivision review, building permit approval, zoning administration and enforcement. The Director is accountable for the provision of responsive, cost-effective, and efficient delivery of City planning services.

The Planning and Zoning Director also performs the role of “special projects coordinator”. This includes actively participating in writing of grants and coordinating resulting projects (examples include Brownsfield grants, watershed grants, NHDOT & NHDOS grants etc.). The Planning and Zoning Director also plays a crucial role in initiatives surrounding economic development and code enforcement.

The Planning and Zoning Director reports directly to the City Manager. Activities are conducted with considerable operational independence, technical knowledge, and judgment under the supervision of the City Manager. The City Manager is frequently consulted and advised on key planning matters and evaluates the department’s work effectiveness.

Duties: The examples below are for illustrative purposes only and may not include all duties found in this position:

1. Establishes department goals, objectives, policies, regulations, and procedures based upon the needs of the City of Franklin and the Planning and Zoning Department.
2. Investigates, studies, reports, and recommends on all matters relating to land use, zoning, traffic, parking, transportation, public facilities, population trends, downtown development, subdivisions, and industrial expansion. Reviews and recommends updates to the City’s Master Plan.
3. Continually evaluates the effectiveness and responsiveness of the department. Supervises and directs Planning and Zoning Department personnel. Interviews applicants for department vacancies; makes hiring and firing recommendations to the City Manager.
4. Directs, coordinates, and keeps apprised of all department procedures, practices, and functions. Takes necessary steps to improve department operations. Collaborates frequently with the Manager, peers and subordinates when initiating projects, assessing project progress, resolving work and program problems.
5. Responsible for zoning enforcement of local and state codes/laws/regulations. Works in conjunction with the City’s code enforcement officer to enforce code violations. Enforcement activities include on-site inspections, testifying in court and legal proceedings, issues Cease and Desist orders. Reviews ordinances, covenants, and/or easement proposals.

6. Performs technical reviews of all subdivisions and non-residential site plans to be heard before the Planning Board that may include site access, building location, pedestrian and traffic circulation. Responsible for the review of plans and specifications for compliance with City ordinances and solid planning principles and coordinates the review of applications by various City departments. Meets with architects, engineers, consultants, and lawyers, to clarify design issues and obtain compliance.
7. Prepares memo and other documents for the Planning and Zoning Boards, as well as draft decisions to be reviewed, revised, and issued by either Board. Attend all Planning and Zoning Board meetings during the regularly scheduled meeting calendar. Supervises preparation of meeting agendas and minutes.
8. Maintains positive and constructive working relationships with residents, City personnel, appointed board members, elected officials, media representatives, civic leaders, and State and Federal authorities.
9. Prepares and administers the Department's budget. Maintains records and documentation of projects and budget expenditures. Supervises departmental expenditures and analyzes operational costs. Develops and updates department's capital improvement plan. Assists with the developing, reviewing and recommending changes of planning and zoning fee structure.
10. Coordinates City mapping services and GIS implementation with City consultants. Maintains City flood plain maps and street registry.
11. Directs the City building permit process by coordinating permit review with other City departments and reviews all permits for completeness and conformance with local zoning regulations. Reviews planning and zoning appeals and submittals to ensure compliance with City regulations and accepted engineering standards; performs site inspections as appropriate. Issues certificates of occupancy.
12. Prepares state and federal grant applications; administers grants as directed.
13. Attends monthly City Council meetings, committee, and budget work sessions. Makes presentations as required. Prepares routine and cyclical reports, as required, to provide a record of operations, the progress of work, and proposed work. Writes clear and concise reports.
14. Keeps abreast of professional developments in the fields of City planning, development, code enforcement, and office management by outside reading and study and attendance at professional meetings. Participates in regional planning forums such as the Office of State Planning, Lakes Region Planning Commission, New Hampshire Municipal Association, HUD and various other State and regional efforts.
15. Performs other related duties as required.

The office of the Planning and Zoning Director is located in the Proulx Center, located at 124 Memorial Street, just a short walk from Franklin City Hall at 316 Central Street. Normal business hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m. The Director is expected to work appropriate hours to effectively perform the duties and responsibilities outlined in this job description.

### Knowledge, Skills and Abilities Required:

Thorough knowledge of the principles and practices of land use planning, including urban zoning, conservation practices, downtown revitalization, and watershed management. Knowledge of budget development, budgetary practices, and procedures. Ability to lead, plan, organize and direct the work of peers, volunteer boards, and subordinates performing various planning activities. Ability to maintain effective working relationships and open lines of communications with other officials, State and Federal authorities, civic leaders, and the public. Ability to prepare and present effectively, oral and written material relating to the activities of the department. This position requires considerable independence and judgment, but also requires dedication to a positive team approach along with other Department Heads and other City staff.

### Personal Qualifications:

Graduation from an accredited college or university with major study in a planning related field strongly desired OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities including:

- Excellent oral and written communication skills. Ability to speak effectively before large groups of people.
- Proven skills in personnel management including team building, consensus building, delegation, communication and problem solving.
- Firm understanding of budget preparation and fiscal management.
- Exhibits a proactive and responsive public service philosophy.
- Experienced with computers and computer literate. Skills should include Windows operating system, Windows Office Suite, and Geographical Information System programs.
- Knowledge of Tax Increment Financing Districts, revitalization zones, building codes, Life Safety codes, and engineering practices.
- Apply logical thinking to solve problems and accomplish tasks.
- Read, analyze, and interpret professional periodicals, journals, technical procedures, and government regulations.
- Strong conflict resolution skills.
- AICP Certification/membership, NHPA affiliation desired.

### Conditions of Employment & Physical Exertion/Environmental Conditions:

Successful completion of a criminal background, educational, and driver's license record check as well as a pre-employment physical including drug screen. Some physical effort involving frequent standing and/or walking and occasional strenuous positions. Working conditions may be disagreeable due to variable climatic conditions, emotional stress, and exposure to hazards associated with field inspections and other physical labor.

*The City of Franklin is an Equal Opportunity Employer*