



## TOWN OF WAREHAM

54 Marion Road  
Wareham, MA 02571

# JOB POSTING

## LAND USE COORDINATOR

(\$37.34hr)

The Town's Human Resources Department, is seeking a qualified applicant to fill the position of the Land Use Coordinator. This position performs highly responsible functions of a complex nature, providing professional, technical and administrative advice to the Town Administrator, Select Board, the Planning Board, the Zoning Board of Appeals, the Conservation Commission and various town boards, commissions and committees concerning the development, implementation and administration of the policies, goals, regulations and statutory requirements related to land use for the Town; provides assistance with short term and long-range planning initiatives; provides assistance implementing community development programs and activities for the Town; and all other related work as required. Reports to the Director of Planning and Community Development. This is a full-time, Monday through Thursday from 8:00 a.m. – 6:00 p.m. (40 hours), position with some night meetings. Salary and a generous benefit package are in accordance with current Collective Bargaining Agreement.

**Education:** Bachelor's degree in planning, public administration, geography, environmental or related field is required and from three to five years of experience in municipal planning and/or permitting or a closely related field or any equivalent combination of education and experience. Massachusetts Class D

**Knowledge:** Knowledge of: site engineering with ability to read maps and plans. Knowledge of Subdivision Control Law, Zoning By-laws and other land use regulations and their application. Thorough understanding of the principles and practices of planning and development. Ability to perform detailed analysis of planning related issues including demographic analysis, design reviews and cost benefit analysis. Ability to conduct independent research and to analyze and interpret results. Must have excellent computer skills, including GIS, and have strong oral and written communication skills. Ability to deal appropriately and tactfully with Town officials, Town employees, the general public and governmental agencies

**Responsibilities:** The responsibilities include but are not limited to: follows permitting process from initial meeting through enforcement; compiles, analyzes and interprets data pertaining to municipal planning; prepares plans and drafts recommendations; assists in the research, analysis, development, creation and implementation of the comprehensive plan; GIS and Land Use inquiries; responsible for reporting and program development for state and federal programs; and other duties as assigned. Subject to CORI/SORI check, pre-employment physical and drug test.

Please submit a letter of interest and resume and/or Employment Application (found at [www.wareham.ma.us](http://www.wareham.ma.us)) to the Human Resources Director:

Dorene M. Allen-England, Esq.

54 Marion Road

Wareham, MA 02571

[Dallen-england@wareham.ma.us](mailto:Dallen-england@wareham.ma.us)

AA/EEO/ADA

Posted: April 25, 2024

Position open until filled