

**TOWN OF BRIDGTON**  
**COMMUNITY DEVELOPMENT DIRECTOR /PLANNER**

**POSITION NARRATIVE:**

This position is responsible for all municipal planning functions and is responsible for the ongoing development and implementation of the Comprehensive Plan through state of the art planning and community planning practices to improve social, economic, physical, and environmental well-being, while preserving valuable aspects of the culture of Bridgton. The Director is accountable for administrative and technical work which includes managing a program of planning and community development activities utilizing a variety of revenue sources including Community Development Block Grants and their proper administration. Work involves staffing and providing technical assistance to the Planning Board; researching, developing, coordinating and administering land use and planning related projects; assisting in their development and growth. Emphasis shall be placed on preparation, update and implementation of the Comprehensive Plan. The priorities of this position are to retain and improve job opportunities, expand the tax base and develop the necessary capacities for future growth of the Town.

**LEVELS OF AUTHORITY AND DECISION MAKING:**

ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.

DECISION MAKING RELATES TO INTERPRETTING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.

DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.

**SUPERVISION:**

This position is supervised by the Town Manager.

**DUTIES:**

Provide technical assistance to the:

- Planning Board
- Board of Appeals
- Community Development Committee
- Building Committee
- Capital Improvement Committee
- Other committees as assigned by the Town Manager

Be the lead staff on any zoning projects.

Maintain data on the Town's growth and development, economy and employment, land use and demographics; prepare and disseminate information about the Town of Bridgton and responds to requests for information. Maintains files of available sites and buildings.

Coordinate the Town's community development planning activities with State and Federal agencies and other Town departments.

Prepare correspondence dealing with complex matters, assemble reports and financial statements describing and evaluating community development projects under consideration by the Town.

Represents the Town on regional and statewide boards when assigned by the Town Manager.

Work with the Bridgton Lakes Region Chamber of Commerce to further promote Bridgton's opportunities.

Conduct investigations, prepare reports, studies, surveys and plans and disseminate/present information relative to land use, community growth, long-range planning, downtown revitalization, recreational services, public facilities and parks, downtown parking, housing, transportation and traffic planning, and residential development revitalization.

Instigate and assist with events to bring people into the downtown area.

Negotiate and manage contracts for professional services, property sales or acquisition as assigned by the Town Manager.

Administer the Micro Loan Program.

Assist other departments with related projects as assigned by the Town Manager.

Performs any other duties and assignments as may be assigned by the Town Manager.

**ESSENTIALS OF WORK PERFORMANCE:**

Prepares grant proposals and applications, contracts and other necessary documents as may be required.

Represents the Town on a variety of Boards and Committees concerning economic and community planning and development activities.

Collaborates with other organizations and agencies involved in planning and community planning and development.

Maintains a comprehensive data base on the Town's growth and development, economy and employment, land use and demographics.

Manage the work of the Grant Writer and Office Assistant.

Prepares and administers the Department's operating budget.

Demonstrate ethical conduct, community stewardship, individual initiative and responsive service.

Perform clear, concise communication, positive collaboration, proper allocation and utilization of resources, and sound decision-making.

Prepares reports, analysis, studies and research as assigned by the Town Manager.

Performs related work as required and assigned by the Town Manager.

**SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION:**

Ability to analyze community improvement needs and to apply the appropriate planning principles as well as to coordinate community development activities on an ongoing basis.

Ability to establish and maintain effective working relationships with State and Federal agencies, other agencies, town officials, employees and the general public.

Has demonstrated abilities in pursuing grants, initiating and successfully completing applications and ongoing compliance issues related to the granting agency policies and procedures.

Construction bidding, contracts and management.

Knowledge of Maine zoning, subdivision, site plan review, and shoreland zoning, as well as the preparation of comprehensive plans.

Knowledge of planning practice including downtown revitalization and corridor planning.

Excellent communication skills, both verbal and written, as well as other public outreach tools as social media marketing; ability to prepare reports.

Problem solving skills, project management and independent research skills.

Ability to maintain confidentiality.

Ability to deal with sensitive inquiries and complaints.

Demonstrated abilities and experience in taking on other initiatives and assignments as directed.

Ability to utilize current technology and equipment including but not limited to computers and software programs, all forms of communications, cell phones and fax and to be sufficiently mobile to meet with people and to traverse a variety of terrain to accomplish the strategic plan.

Ability to maintain a variety of records, organize data and prepare standard reports from records.

**DESIRABLE EXPERIENCE AND TRAINING:**

Considerable experience in planning and community development including administrative responsibility; has obtained certification as a municipal planner; graduation from a 4 year college or university or the equivalent of years in the fields of public policy, community planning and development and similar promotional and administrative roles preferably with specialization in planning and community development or related field; or any equivalent combination of experience and training. Has a successful philosophy of interaction with volunteers, business leaders and citizens.

**NECESSARY SPECIAL REQUIREMENTS:**

Demonstrated and certificated skills and abilities in the development and execution of a community wide Comprehensive Plan that includes development of critical planning policies and necessary ordinance development to achieve the desired outcomes of the plan.

Strong interpersonal skills and the ability to establish and maintain effective working relationships with outside agencies, businesses, municipal officials, employees and the general public.

Has the demonstrated ability to work with community volunteers and groups, provides leadership and support assistance and can articulate the goals and objectives and support their efforts to achieve the desired outcomes.

Willingness to continually train and upgrade knowledge in professional practices.

Must possess a valid Class C motor vehicle operator's license.

Some agility and physical strength when in the field accessing construction work sites, standing or walking for extended periods of time.

**SUPERVISORY RESPONSIBILITY:**

The Director is responsible for the work and direction of the Grant Writer position.

The Director is responsible to provide administrative work to the Office Assistant related to the assigned duties of the Director's position.