



Town of Barrington

PLANNING, BUILDING AND RESILIENCY DEPARTMENT
Barrington Town Hall | 283 County Road | Barrington, RI 02806

JOB POSTING

TITLE: Director of Planning, Building and Resiliency / Town Planner

LOCATION: Barrington Town Hall, 283 County Road

START DATE: December 15, 2021 (subject to negotiation)

SALARY: \$87,500 to \$98,800, depending on qualifications

RESPONSIBILITIES:

Position is responsible for the supervision and administration of the Department of Planning, Building & Resiliency. Work includes reviewing plans for compliance with Town regulations and zoning bylaws, providing administrative support to the Planning Board, developing planning documents, coordinating work, developing the capital budget, writing and administering grants, implementing Comprehensive Plan initiatives, conducting research, and making recommendations. Please see attached job description for complete details.

QUALIFICATIONS:

Bachelor's degree in Planning or related field (master's degree is preferred), and at least five (5) years of responsible experience in planning and/or land use; or any equivalent combination of education and experience. Experience with local Municipal Government and strong interpersonal and written communication skills are desired.

APPLICATION DEADLINE: Open until filled

APPLYING: Applicants may submit a cover letter and resume to:

Human Resources Department
Town of Barrington – Town Hall
283 County Road, Barrington, RI 02806

Or email:
moliveira@barrington.ri.gov

The Town of Barrington is an Equal Opportunity Employer

Position Title: Director of Planning, Building and Resiliency

Overview

The person filling this position will play a critical role shaping Barrington's future. A primary focus of the position will involve leading the Town's efforts to improve climate resilience, expand housing opportunities, and implement complete streets projects.

- Resilience. With an extensive coastline and exposure to the Narragansett Bay, Barrington is one of the most vulnerable communities in Rhode Island to the impacts of climate change. The major threats include flooding from storm surge, rising seas, and coastal erosion. The Town in recent years has prioritized climate resilience, including hiring a consulting resilience planner and establishing a capital reserve fund for resilience projects.
- Housing. Another challenge will be making progress toward achieving the State's 10 percent affordable housing goal. The Town has expanded its affordable housing stock significantly since 2005, but the number of these units adds up to only 3.4 percent of the total housing units. The need for affordable units continues to grow. In November 2021, the Town's median sales price for the year was \$510,000 – making Barrington one of the most expensive communities to buy a home in Rhode Island.

The new Director will be heavily involved in two major housing opportunities. One is the redevelopment of the former Zion Bible Institute campus, where a 280-unit continuing care retirement community is in the planning stages. The second site is the former Carmelite Monastery property at 25 Watson Avenue, which the Town purchased this year to achieve goals of the Comprehensive Plan, to include consideration of senior housing and affordable housing. The Town has formed an ad hoc planning committee of stakeholders to work with a real estate development consultant team. The project will kick off in mid-November 2021.

Other housing initiatives include a first-time homebuyer's program providing a financial incentive to deed restrict existing houses and a home repair program.

- Complete Streets. The Town Council in 2019 adopted a Complete Streets Policy calling for improving multimodal access along key transportation corridors – sidewalks, bike lanes, bus amenities. The Town is in the process of finalizing a Complete Streets Plan that will serve as guidance for designing and prioritizing roadway projects. The Director will take the lead in implementing the plan, working with the Town Manager, Public Works, and other departments.

Duties

Position is responsible for the supervision and administration of the Department of Planning, Building & Resiliency, and serves as Town Planner handling the primary

planning-related tasks for the Town. Work includes reviewing plans for compliance with Town regulations and zoning bylaws, providing administrative support to the Planning Board, developing planning documents, coordinating work, developing the capital budget, writing, and administering grants, implementing Comprehensive Plan initiatives, conducting research, and making recommendations.

Supervision

The Director serves under the supervision of the Town Manager. In addition, the Director acts in the capacity of Administrative Officer to the Planning Board. The Director establishes short- and long-range plans and objectives for the Department and assumes direct accountability for department results. The Director develops departmental policies, goals, objectives, and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

The Director is responsible for the supervision of three full-time employees, one contractual employee, and two part-time employees. The full-time positions consist of the Building/Zoning Official, Economic Development Director/Spencer Trust Administrator, and Administrative Assistant. The contractual position is a Consulting Resilience Planner. The two part-time employees are an electrical inspector and a mechanical/plumbing inspector.

The Director is responsible for evaluation of employees and provides the Town Manager with recommendations related to hiring and employee status. The nature of work and volume fluctuates. The Director is required to work outside of normal business hours several times a month.

Job Environment

Assignments typically concern such matters as meetings at construction sites, studying trends in the field for application to the work, assessing services and recommending improvements; planning long-range projects; devising new techniques for application to the work, recommending policies, standards, or criteria.

The position has regular contact with public in person, in writing and on the telephone. The purpose for contact is to explain processes and procedures, respond to inquiries, and/or give or receive information.

The position has daily contact with other town departments, boards, commissions, local, state, and federal agencies, developers, and organizations. The purpose for contact is to coordinate and plan work, discuss situations of mutual concern, solve problems, and provide information and assistance. Contacts are made in person, on the telephone, or in writing.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does

not exclude them from the position if work is similar, related, or a logical assignment to the position. The Director is responsible for the following.

1. Providing information and responding to inquiries from the public and other Town Departments related to subdivision and land development applications, development plan review proposals, zoning amendments, and implementation and amendment of the Comprehensive Plan.
2. Providing information regarding the process of review and approval regarding Subdivision Regulations and Zoning Regulations.
3. Writing reports and decisions for the Planning Board and attending and providing input at Planning Board meetings (7:00 p.m. in the Council Chamber).
3. Attending, participating, and taking minutes of the monthly Technical Review Committee meetings (typically held on the second Thursday of the month, starting at 7:00 p.m., and held in the Council Chamber)
4. Attending and on occasion writing memos for and presenting at the monthly Town Council regular business meeting (typically on the first Monday of the month, starting at 7:00 p.m., and held in the Council Chamber)
5. Reviewing development plans for compliance with regulations and makes recommendations to the Planning Board.
6. Coordinating inter-departmental and on-call engineering review of Planning Board applications.
7. Developing new and amended policies, regulations, and Zoning Bylaws, consistent with the Comprehensive Plan.
8. Managing the day-to-day operation of the Department and its employees.
8. Assisting other town departments or boards in matters regarding development and regulations.
9. Assisting the Building Office regarding applications for variances and special permits.
10. Providing support at public hearings regarding planning and development,
11. Assisting in developing the Comprehensive Plan and other planning studies.
12. Preparing reports and correspondence and maintaining records as required.

Education and Experience

A candidate for this position should have a bachelor's degree (master's degree is preferred) in Planning, Public Administration or related field, and at least five (5) years of responsible experience in planning and/or land use; or any equivalent combination of education and experience.

Licenses/Certifications Required:

- RI Driver license
- Certification by the American Institute of Certified Planners preferred

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Municipal government
- Comprehensive Plans
- Zoning and Planning regulations
- Land Use
- Development
- Understanding of GIS systems

Skills in:

- Verbal, written and presentation communication skills
- Problem Solving
- Project Management

Ability to:

- Read site plans and maps
- Write, develop, and implement land use regulations
- Work cooperatively with elected officials and community groups
- Develop collaborative working relationships with others