



TOWN OF MILTON, VERMONT

43 Bombardier Road | Milton, VT 05468 | www.miltonvt.gov

Job Advertisement

DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT

THE POSITION

The Town of Milton seeks an experienced and dutiful Planning & Economic Development (PED) Director to help Milton achieve the creation of a vibrant community that strikes the right balance between economic development, sustainable growth, natural resources protection, and a high quality of life. The position is multi-faceted, requiring advanced professional planning experience and a wide breadth of knowledge of municipal comprehensive planning, economic development, and federal and state planning law.

The PED Director is appointed by the Selectboard and works independently under the general direction of the Town Manager and direct supervision of the Director of Human Resources and Administration. The PED Director supervises the divisions of Planning, Zoning, and Economic Development. These divisions are staffed by a team of four exempt and non-exempt (union) employees, including: the Director, a Town Planner, Zoning Administrator, and Planning Assistant. The Director is expected to work collaboratively and effectively with other departments as part of a strong interdisciplinary and leadership team.

With an annual budget of \$325,000, the Department stewards the Town's long-term plan and development regulations. The position requires significant contact, communication, and coordination with town boards and commissions, volunteer groups, municipal representatives, and regional and state organizations and agencies. The Department is open and staffed Monday through Friday from 8:00 a.m. to 5:00 p.m., and the team principally spends its time helping dynamic residents, commercial enterprises, engineers, developers, manufacturers, social sector non-profits, energy generators, working farms and natural resource stewards achieve their goals within the bounds of the Town's regulations, policies, and goals.

The Department directly supports four standing municipal boards: the Planning Commission, the Development Review Board, the Economic Development Commission, and the Conservation Commission – as well as occasional *ad hoc* committees. These citizen volunteers work to advance the Town's vision at more than 100 meetings annually. The Director is solely responsible for staffing the Economic Development Commission and Conservation Commission, will co-staff the Planning Commission with the Town Planner, and will

occasionally work on development review projects and attend some Development Review Board meetings. The Director indirectly supports the Selectboard and other community stakeholders. The Director will attend meetings and events throughout the community and region, and attendance at a substantial number of evening meetings and some weekend meetings will be required. The Director may be appointed to represent the Town at various regional bodies, such as the Regional Planning Commission's Planning Advisory Committee, so some travel will be required.

The Director oversees the implementation of Milton's Comprehensive Plan, updates and edits Milton's Unified Development Regulations, and promotes community and economic development by fulfilling the objectives in Milton's Economic Development Strategy and other Town plans. Other routine responsibilities include: annual budgeting, volunteer training, workflow reporting, performance management, policy review, professional service contract administration, and grant writing.

THE CANDIDATE

The ideal candidate will:

- Have a graduate degree in planning, community development, business administration, public administration, or a related discipline (accredited programs preferred; AICP certification desirable);
- Have at least five years of relevant experience (supervisory, economic development, and comprehensive planning experience preferred);
- Be a high-level policy thinker able to grasp, organize and accessibly communicate vast quantities of complex information;
- Have the management skills, commitment, and leadership necessary to consistently lead the planning team;
- Be able to communicate effectively orally and in writing;
- Have knowledge of budgetary principles, funding sources, and grant administration;
- Be computer literate, proactive, and savvy when working with, trouble-shooting, and adapting to new technology;
- Have experience working with and interacting with business community representatives;
- Have extensive experience working with the public, with specific practice being confident, firm, tactful and discreet when discussing emotionally charged regulatory issues and supporting important relationships;
- Authentically build trust and exercise wise and consistent judgement across interactions;
- Have an abiding belief in the rule of law;
- Have a proven track record of meeting and exceeding expectations;
- Lead public meetings and building consensus across a variety of interest groups; and
- Provide momentum to the department and town by taking initiative and implementing creative solutions to complex problems.

COMPENSATION

The starting salary range for this full-time exempt position is \$57,000 – 62,000 commensurate with skills and experience.

Milton offers a comprehensive and competitive benefits package, including: health, dental, vision, disability and life insurance. Defined benefit and defined contribution retirement options are available through the Vermont Municipal Employee Retirement System (VMERS).

Town employees accrue vacation, sick, and personal leave in accordance with policies set forth in the Administrative Code, and the Town observes twelve holidays per year.

THE APPLICATION PROCESS

The position will open until filled, but the deadline to apply will be **Friday, March 29, 2019**. The application review process will consist of up to two interviews and a writing exercise. The Director of Human Resources & Administration, Town Manager, and Planning Staff will be involved in the application review process, and the Selectboard will appoint a candidate based on the Town Manager's recommendations. Our goal is a start date of April 23, 2019.

Any person who has been offered a position of employment with the Town of Milton must, prior to beginning employment, undergo a background check (including financial and criminal records to the extent allowed by law). The Town's job offer to the applicant will be contingent on the results of the background check.

APPLICATION

To apply, please submit a resume, cover letter, writing sample and three professional references to John Bartlett at jbartlett@miltonvt.gov. Applicants must also submit a Town of Milton application for employment which can be found here:

<http://www.miltonvt.gov/DocumentCenter/View/341/Employment-Application-PDF?bidId=>

EQUAL OPPORTUNITY EMPLOYER

The Town of Milton is an equal employment opportunity employer. All personnel transactions are based on merit and job-related qualifications without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, age, veteran status, or disability status (except when any of these factors is a bona fide occupational qualification).