

PLANNING TECHNICIAN TOWN OF PLAISTOW

The Town of Plaistow is seeking a Planning Technician who will work in a professional planning role in support of the Town, Elected and Appointed Officials, Boards and Rockingham Planning Commission (RPC) Circuit Rider.

Role responsibilities include:

- Assist consultants, engineers, and developers with the Planning Board application process.
- Accepting all applications to the Planning Board and assisting the processing of those applications in preparation for Planning Board review and Public Hearing. This requires a working knowledge of the Plaistow Zoning Ordinances (PZO), Planning Board Site Plan Review (SPRR) and Subdivision Regulations (SDRR) as well as any applicable NH Revised Statutes Annotated (RSA).
- Work with the Planning Board's Review Engineer and Legal Counsel to collect comments on specific applications.
- When appropriate, circulate applications to other boards and departments to solicit their comments.
- Consult with the Zoning Official regarding permitted uses and other compliance with zoning ordinances.
- Assist the RPC Circuit Rider in preparation of Staff Reports to the Planning Board for pending applications.
- Posting meeting agendas, legal notices, and minutes, and maintaining the Planning Board and Planning Department's webpages of the Town website.
- Maintain application materials, including application forms, plans, reports, permits, as well as meeting minutes, agendas, and notices of decision for public inspection.
- Supporting the Master Plan, Capital improvements Plan (CIP) updating and Zoning Amendment process as well as any special studies and reviews the Planning Board may undertake.
- Collect funds, establish accounts, and pay invoices related to Planning Board Project Escrows and Bonds, as well as process all routine invoices for the Planning Department
- General knowledge in the areas of environmental and planning best management practices.

Other Requirements:

This position requires a current, valid driver's license. The position requires travel throughout the region, and night meetings. Requires a background investigation and medical examination.

Education and Experience Preferred:

Bachelor's degree in planning, geography, or related field and three years municipal planning operations experience, or five years of municipal planning experience.

This is a full-time non-exempt position with an annual salary range of \$45,000 and \$50,000 salary commensurate with experience, DOQ/EOE with generous benefits.

Candidates should Submit cover letter and resume to the Human Resource Department by e-mail at hrhs@plaistow.com or by mail to Human Resource Department, 145 Main Street, Plaistow, NH 03865 no later than **Thursday April 25, 2024**.