

Thomas P. Koch  
Mayor



Helen M. Murphy  
Director

*City of Quincy, Massachusetts*  
Office of Human Resources

**PRINCIPAL PLANNER II**

Responsible for reviewing applications, preparing recommendations and drafting/filing decisions relative to subdivision/ANR plans, special permit applications, and site plan review applications fulfilling the requirements as set forth in M.G.L. Chapter 40A and Chapter 41. Under direction, this position will support the community planning process and its component planning initiatives, project management activities, grant writing and administration. Conduct the overall application process for land use applications: interact with applicants, assess the completeness of applications, track document distribution, and manage case schedules and reviews in consultation with Departments and Boards. Oversee the administrative functions associated with land use applications in accordance with statutory procedural requirements including filing of application, notice, public hearing/meeting, minutes, and decision, and record keeping. Maintain a thorough understanding of Chapter 40A and the City of Quincy Zoning Ordinance, the Quincy Subdivision Regulations, and other land use documents to provide technical support to applicants and staff. Prepare draft reports, recommendations, and case decisions for the review and approval of the Planning Director on Special Permit and Site Plan Review applications. Coordinate and collaborate with Department staff and other City Departments. Prepare grant applications under the jurisdiction of the Department and administer grant. Assist with general planner duties and functions such as neighborhood studies, downtown initiatives, etc. Provide technical support in the review and update of city land use rules and regulations, coordinate and document revisions to the land use regulations, including the zoning ordinance and maps; draft zoning amendments and manage the amendment process.

**EDUCATION:**

BS/BA degree in Planning, Public Administration, Political Science, Engineering or related field and/or Masters degree with 5-7 years of professional experience in planning. A combination of relevant education and experience will be considered.

American Institute of Certified Planners (AICP) certification preferred.

Valid Massachusetts driver's license required.

Please submit letters of interest and resume to: Helen Murphy, Director of Human Resources via email: [hmurphy@quincyma.gov](mailto:hmurphy@quincyma.gov) no later than Friday, September 2, 2016.