



BARNSTABLE COUNTY JOB DESCRIPTION

Title: Chief Regulatory Officer	Classification: Cape Cod Commission
Department: Cape Cod Commission	Grade: 13
Reports to: Executive Director	FLSA Status: Exempt
Effective Date: April 12, 2021	Union Status: Non-represented

Summary

Professional, technical, management and administrative work overseeing and implementing the regulatory functions of the Cape Cod Commission; all other related work, as required.

Essential Functions

The essential functions or duties listed below are intended only as illustrations 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 the work is similar, related, or a logical assignment to the position.

Manages Developments of Regional Impact (DRI) or other projects, including preparation of staff reports and decisions, comment letters, restrictions and agreements, and drafting and or review of proposed regulations or revised regulations. Renders regulatory determinations and opinions, including informal jurisdictional determinations and change of use determinations.

Trains and supervises regulatory staff to ensure accurate, timely and responsive work product in relation to DRI or other projects managed by other regulatory staff. Reviews staff reports and written decisions of the Commission staff and other documents for accuracy and consistency.

Acts as formal regulatory liaison with town officials and the public and as hearing officer in adjudicatory and regulatory hearings. Provides technical assistance to town planning, zoning and other boards on Cape Cod Commission decisions and land use regulations such as Commission regulations, zoning and subdivision control.

Works with Commission members in the regulatory review process, in the preparation of conditions, and in the design of regulations; participates in the negotiation process with applicants and development proponents.

Prepares reports, letters, etc. and makes public presentations on the status of reviews and the regulatory process; occasionally prepares grant applications.

Works with other staff in transportation, water resources and other areas to ensure provision of the most effective inputs in the regulatory process; participates in negotiations with concerned parties.

Oversees post approval regulatory project compliance, monitoring and sign-offs, which may include modifications to approvals.

Attends most public meetings and hearings on reviews of developments.

Gives depositions and testifies in court on projects in litigation.

Performs similar or related work as required, directed or as situation dictates.

Manages regulatory hearing processes consistent with the Commission ACT, including minutes, scheduling, and noticing. Oversees meetings and hearings of the Commission's Committee on Planning and Regulation.

Manages the process of providing comment letters to other agencies, such as MEPA comment letters and comment letters on comprehensive permit projects.

Oversees paper and electronic file management, maintenance and storage of regulatory project documents.



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Supervision Received and Exercised

Works under the general direction of the Deputy Director. Functions independently with work largely self-directed, only referring specific problems directors when clarification or interpretation of policy or procedures is required. Also works closely with Commission members and Commission subcommittees, which provide direction on projects being reviewed. Duties require the exercise of considerable judgment and technical expertise.

Employee has three direct reports and may provide direction to others in areas of expertise and may exercise supervision over employees' and consultants' work on specific projects in a project management capacity.

Qualifications

Education and Experience

Master's Degree in land use planning, environmental science, public administration or related from an accredited college or university, Law Degree preferred; five to seven years of experience in land use planning and planning controls, at least three years of experience should be in a regulatory and supervisory capacity; or an equivalent combination of education and experience.

Knowledge of: the principles and practices of planning, zoning and related State and local land use legislation, procedures, codes and standards. Thorough knowledge of the Cape Cod Commission Act and Regulations, and Massachusetts land use laws including General Laws, Chapters 40A and 41.

Ability to: supervise and coordinate a technically oriented and diverse team of planners and other professionals; interpret complex technical and scientific information and translate for public officials and the general public to guide informed decision making; plan, organize, analyze problems and formulate recommendations; prepare reports; establish and maintain effective working relationships with a variety of public officials and the general public; understand the region's political environment and sensitivities; recognize Commission and regional priorities and work cooperatively and collaboratively to support their accomplishment.

Skill: analytical, organizational, writing, public speaking/presentation, interpersonal/collaborative communication, facilitation and negotiating, resourcefulness and discretion. Computer skills that encompass effective use of word processing, spreadsheet, project management, presentation, email and internet browser software.

Required Licensing/Certification: A valid U.S. Driver's License

Job Environment

Most work is performed under typical office conditions with moderate noise; some work is performed outdoors under varying weather conditions; required to attend evening/weekend meetings. The volume of work is sometimes affected by time constraints of regulatory review processes and comprehensive permit review periods. Operates a computer and general office equipment; operates an automobile.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required; occasional light physical effort required when conducting field inspections including maneuvering stairs and uneven terrain; may be required to move/transport up to 25 pounds. Position requires the ability to operate a keyboard and standard office equipment at efficient speed and view computer screens for an extended period of time. Regularly conveys department regulatory information at meetings and with the public. Operates automobile to perform County-wide travel to transact business.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.