



## BARNSTABLE COUNTY JOB DESCRIPTION

<b>Title:</b> Regulatory Planner II	<b>Classification:</b> Cape Cod Commission
<b>Department:</b> Cape Cod Commission	<b>Grade:</b> 9
<b>Reports to:</b> Chief Regulatory Officer	<b>FLSA Status:</b> Exempt
<b>Effective Date:</b> July 1, 2023	<b>Union Status:</b> Non-represented
<b>Job Class:</b> 1437	<b>Location:</b> CCRU

### Summary

Professional and technical work supporting the regulatory mission 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.*

Regulatory project management:

- Coordinates the regulatory review, hearing and permitting process for proposed development projects of regional significance, as assigned, which process involves communication and outreach with town officials, applicants, Commission members and staff, the public and other interested parties.
- Prepares staff reports and draft decisions in the review of these projects.
- Participates in the negotiations of conditions during the review process.
- May act as a regulatory hearing officer in procedural hearings.
- Maintains project documents/ record.
- Attends, manages and/or participates in public meetings and hearings on projects, including making public presentations of staff comments and recommendations during project review.
- After the Commission issues a project decision, works with applicants, town officials including building inspectors, town planners, boards of health, zoning boards and others, as appropriate, to ensure an understanding of the decision, its requirements and conditions, and how these decisions relate to municipal decision-making.
- Monitors approved development projects, certifying compliance with conditions and requirements detailed in the Commission's written decisions.
- Works on requested modifications to approved projects/ decisions.

May participate in planning projects and/or perform primary technical review for certain aspects of review as workflow, background and expertise allows.

Coordinates with technical and planning staff to prepare comment letters on Massachusetts Environmental Policy Act filings and other important regional land use matters.

May give depositions and/or testify in court on projects in litigation.

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

### Supervision Received and Exercised

Works under the general direction of the Chief Regulatory Officer. Specific problems are referred to supervisor when clarification or interpretation of policy or procedures is required. Employee may provide direction to others in areas of expertise and may exercise supervision over employees' work on specific projects in a project management capacity.



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### Qualifications

#### Education and Experience

Bachelor's Degree from an accredited college or university in planning, environmental science, public health, law or related field; Master's degree or Juris Doctor preferred; minimum of one year of experience in regional, land use or environmental planning or permitting/ regulation; or an equivalent combination of education and experience.

*Knowledge of:* general land use principles and practices at the local and regional levels; knowledge of the Cape Cod environment, regional environmental planning and environmental protection principles, permitting and regulation; legal background in environmental or land use/zoning law helpful.

*Ability to:* analyze problems, identify solutions and make and implement recommendations; establish and maintain effective working relationships with staff, board and committee members, officials and the general public; exercise considerable tact, resourcefulness and judgment; communicate effectively orally and in writing; understand the region's political environment and sensitivities; participate as a member of a team and/or coordinate a technically oriented and diverse team of regulatory planners, engineers and technical staff in regional review assignments work on and manage multiple projects within the same timeframe; recognize Commission and regional priorities and work cooperatively and collaboratively to support their accomplishment.

*Skill:* writing, public speaking/presentation, analytical, organizational, interpersonal/collaborative communication, facilitation and negotiating. Computer skills that encompass effective use of word processing, spreadsheet, project and records 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; occasionally work is performed outdoors under varying weather conditions; required to attend evening meetings and hearings and occasionally required to attend 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.*

*Equal Opportunity/Americans with Disabilities Act Employer*