



BARNSTABLE COUNTY JOB DESCRIPTION

Title: Regulatory Officer II	Classification: Cape Cod Commission
Department: Cape Cod Commission	Grade: 8
Reports to: Chief Regulatory Officer	FLSA Status: Exempt
Effective Date: July 1, 2016	Union Status: Non-represented

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.

Coordinates an assigned DRI review process with towns, abutters, developers, Commission members and technical staff. Prepares staff reports on the regional impacts of proposed projects and draft decisions for review and revision by Commission members.

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

Reviews Environmental Notification Forms and coordinates with technical staff to prepare staff reports under the Massachusetts Environmental Policy Act.

Participates in the negotiations of conditions for DRI permits. May act as a regulatory hearing officer in adjudicatory hearings.

Monitors approved developments, ensuring compliance with conditions and requirements detailed in the Commission's written decisions.

After Commission decisions are rendered, 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, conditions and implementation schedule required.

Prepares staff reports, Commission decisions, letters, etc. and makes public presentations on the status of regulatory reviews and the regulatory process.

Coordinates and attends public meetings and hearings on reviews of developments. 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.

Qualifications



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Education and Experience

Bachelor's Degree from an accredited college or university in planning, environmental science, public health and safety, law or related field; Master's degree or Juris Doctor preferred; minimum of one year of experience in regional planning, land use planning, environmental planning and or regulatory work; 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, and 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 board and committee members, officials and the general public; exercise considerable tact, resourcefulness and judgement; 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 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