



JOB POSTING LAND USE & LICENSING SPECIALIST

The Town of Westwood seeks a qualified individual to provide skilled technical, administrative, and compliance work related to tracking, research, reporting, and coordination of Planning Board and Land Use services, to include permit processing in accordance with zoning and land development regulations. The Land Use and Licensing Specialist will also be responsible for the tracking, research, reporting, and coordination of services related to Town-issued licenses, including application processing in accordance with Board of Selectmen and Alcoholic Beverages Control Commission regulations.

REPRESENTATIVE DUTIES

Acts as point person for research information and local permitting process for applications involving planning, zoning, and conservation. Reviews applications, advises applicants on process, and monitors stage of applicants' permitting process path.

Actively conducts research, data collection, and analysis needed for comprehensive planning, warrant article preparation and review, and submission of grant applications. Performs highly detailed zoning by-law historical research.

Prepares for Planning Board meetings. Ensures that records of public hearings and meetings are current and in compliance. May attend and take minutes of Planning Board meetings as required.

Responsible for all aspects of licensing administration; works in an advisory capacity to applicants, in close coordination with the Health Director, Building Commissioner, and Town Planner.

Acts as point person for research information related to local and state licensing processes. Reviews applications, advises applicants on process, and monitors stage of applicants' licensing process path.

Prepares materials for Board of Selectmen meetings when commercial redevelopment and/or licensing matters are discussed. Ensures that records of licensing hearings and meetings are current and in compliance with regulations.

Coordinates review of local alcoholic beverage licenses with staff of the Alcoholic Beverages Control Commission. Stays current on state policies and regulations.

Develops, proposes and administers actions and practices to expedite licensing procedures. Creates and monitors licensing application process.

QUALIFICATIONS AND EXPERIENCE

Associate's Degree; Bachelors preferred. Minimum of five years municipal experience, at least three of which are in planning, land use, licensing, permitting or related field; or any combination of education and experience.

SALARY AND BENEFITS

This is a full-time, 40 hour-per-week, benefit-eligible position with an annual salary range of \$48,796 - \$60,941 in ten steps.

TO APPLY: Send cover letter and resume to hr@townhall.westwood.ma.us by February 23, 2018.

Posted: February 6, 2018
Equal Opportunity Employer