

DEPARTMENT OF COMMUNITY SERVICES  
TOWN OF HANOVER

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FAX

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BUILDING: (781) 826-5950  
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TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Police and Fire Departments and the Town's Website

FROM: Anthony Marino, Director of Community Services

DATE: November 25, 2013

**NOTICE OF VACANCY  
FULL-TIME TOWN PLANNER**

The Town of Hanover is seeking an experienced, full-time Town Planner to work with the Town's Boards and Committees to carry out the municipal planning, zoning and subdivision programs under the provisions of state law and the Town of Hanover Zoning and General Bylaws and the Rules and Regulations Governing the Subdivision of Land.

The essential duties for this position are overseeing all aspects of Planning Office, Zoning Board of Appeals, Community Preservation Committee and Affordable Housing Trust; involvement in strategic planning for the Town including economic development, preservation, land use planning, housing and transportation; liaise with Hanover and South Shore Chambers of Commerce; GIS Director and provide technical assistance to staff on GIS; liaison with Software developers to determine what programs best fit the needs of the department; liaison to MAPC, South Shore Coalition, MassDOT, MassHousing and other State agencies as determined; liaison as required to Housing Authority, Historical Commission and Open Space and Recreation Committees; monitor and update Town's website pertaining to Planning, Zoning Board of Appeals, Community Preservation, Affordable Housing Trust and Historical Commission; Viewpermit and other software applications; review of Site Plans and applications for site plan review, Special Permits and Variances and report to the proper Boards to give guidance and recommendations as necessary; monitor regulations and make any updates as necessary including Zoning and General Bylaws; direct grant applications; draft RFPs, and RFBs as required for various Boards under their jurisdiction; establish conservation restrictions as necessary for CPC projects; manage affordable housing projects and subsidized housing inventory for the Town to maintain compliance with 40B regulations; maintain a working knowledge of the Towns Zoning and General Bylaws, Master Plan, Preservation Plans and State Regulations governing land use planning, zoning, housing, preservation and specific case law pertinent to these categories in order to advise and assist Boards and other staff.

**Qualifications:** Bachelor's degree in planning or related field; five years of experience in municipal planning, or a related field; master's degree in planning or related field preferred; or an equivalent combination of education and experience. Certification by the American Institute of Certified Planners (AICP) preferred.

Salary will commensurate with experience. Deadline for application is December 13, 2013 or until filled. Please submit a cover letter and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: ann.lee@hanover-ma.gov.

**The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.**