

Job Announcement for Town Planner

Towns of Damariscotta and Boothbay Harbor Maine

The Maine mid-coast towns of Damariscotta (pop. 2,297) and Boothbay Harbor (pop. 2,165) are jointly seeking a full-time planner to work on a half time basis for each community. This will be considered a full-time position with a comprehensive benefits package employed by the Town of Damariscotta with the costs for salary, benefits and other expenses shared equally by the two towns.

Damariscotta is located on the pristine Damariscotta River, which supports a nationally recognized aquaculture industry. The community's waterfront is within National Historic District. Boothbay Harbor is a classic Maine coastal town with direct access to the Atlantic Ocean. It supports vibrant commercial fishing and recreational boating industries and is a premier tourist destination.

The new planner will provide staffing to the planning board in each of the two communities. Duties will include attending all planning board meetings; acting as a communications liaison between applicants, the boards, and public; performing development review of applications and preparing technical staff reports and supporting documentation; preparing appropriate notices and agendas and reviewing meeting minutes, preparing presentations and scheduling education and training opportunities for the boards. Other duties include but are not limited to the development, adoption, State certification, and ongoing maintenance and implementation of the Town's comprehensive plans. For a more detailed description of job duties visit the Town of Damariscotta's website at www.damariscottame.com.

Education and Experience: Bachelor's degree in Urban or Community Planning, engineering, architecture, or landscape architecture with an advanced degree recommended; American Institute of Certified Planners (AICP) membership desirable; Master's degree in planning or related field desirable, and five (5) years of experience as a planner, or any equivalent combination of education and experience. Annual salary will depend on the successful candidate's qualifications and experience.

All interested parties are encouraged to submit proposals no later than March 17, 2022 by email to cpinkham@damariscottame.com. The subject line should include: "Planner Recruitment".

Any questions about the position should be directed to Matt Lutkus, Damariscotta Town Manager at townmanager@damariscottame.com 207-563-5168 or Julia Latter, Boothbay Harbor Town Manager at jlatter@boothbayharbor.org 207-633-3671.

The Town of Damariscotta is an equal opportunity employer