



Town Planner Town of Westerly

External Posting December 11, 2025

The Town of Westerly is looking to fill the position of Town Planner. Under the general direction of the Assistant Town Manager, the Town Planner is responsible for performing a variety of current, complex, and long-range municipal planning activities, the administration of the Comprehensive Plan and the review of development plans.

Position Overview:

- Supervisors, mentors, and develops assigned staff in the Department of Development Services.
- Oversees day-to-day community planning and land use activities including timely review of land development and subdivision applications.
- Provides customer assistance; responds to phone and email contacts; provides planning assistance to the public and other Town departments regarding land use programs and capital projects.
- Coordinates, prepares and presents projects/proposals to various internal and external stakeholders.
- Provides technical support and advice to the Planning Board, Architectural Review Board, Economic Development Commission and other municipal boards and commissions as necessary.
- Oversees the preparation and implementation of the Town's comprehensive plan and land development & subdivision regulations.
- Communicates with internal and external stakeholders on planning and zoning matters.
- Facilitates studies and action plans involving economic, housing, geographic, environmental, transportation, or other issues affecting land use and development.
- Conducts site inspections to ensure compliance with approved subdivision and development plans.
- Assists in the preparation of grant applications and administers awarded grants.
- Manages CDBG program.
- Attends Town Council, Planning Board, Economic Development Commission, Zoning Board, and various other Board and Commission meetings (such as Architectural Review Board, Conservation Commission, Harbor Management Commission, Municipal Land Trust, etc.) as required.
- Other duties and projects as assigned.
- Please see full job description for all essential job functions.

Qualifications & Experience:

- Bachelor's Degree in Urban or Community Planning, Public Administration, Environmental Science, Resiliency Planning or equivalent in related field.
- Minimum of five (5) years of experience in community planning – public or private sector.
- Minimum of two (2) years supervisory experience.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

Licenses and Certifications:

- A valid driver's license.
- Certification by the American Institute of Certified Planners (AICP) or eligible for certification upon hire.

Salary ranges from \$95,000 - \$102,000 a year

Selection Process: Interested applicants must submit their resume and application to HR@westerlyri.gov

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.