

NOTICE OF JOB VACANCY

ASSISTANT PLANNER/ ZONING ENFORCEMENT OFFICER

The Town of Colchester, Connecticut seeks applications from qualified individuals for the position of Assistant Planner/ Zoning Enforcement Officer to administer Land Use programs, Zoning, and Historic District enforcement. The position provides staff support to the Planning and Zoning Commission, Zoning Board of Appeals, Historic District Commission and serves as the professional assistant director for the Department. Attendance at night meetings required. Bachelors in Land Use Planning or closely related field, a minimum of 5 years experience in land use or related field required. Equivalent combination of education, training and experience will be considered. CAZEO certified desired. The position requires considerable knowledge of the principles and practices of municipal land use regulation and State Statutes pertaining to Planning and Zoning as well as skills in reading development plans, interpreting and applying zoning and subdivision regulations, preparing written reports, and utilizing GIS. Excellent communication skills and ability to work effectively with public officials, other agencies, and the public essential. Submit cover letter and resume to the Office of the First Selectman, Colchester Town Hall, 127 Norwich Avenue, Colchester, CT 06415 or via e-mail to gschuster@colchesterct.gov . Closing Date: **2/14/14**. Salary: \$35,000 - 60,000.00 per union contract. For complete job description contact the Office of the First Selectman at (860) 537-7220. Applications for employment are available at www.colchesterct.gov or in the Office of the First Selectman. EOE.

JOB PESCRIPTION
TOWN OF COLCHESTER
Planning and Zoning ASSISTANT PLANNER – ZEO

Salary - \$

GENERAL STATEMENT of DUTIES:

Responsible to administer the Town Land Use programs and Zoning Enforcement/Compliance efforts, including Historic District enforcement.

SUPERVISION RECEIVED:

Works under the direct supervision of the Planning Director and administrative supervision of the First Selectman.

SUPERVISION EXERCISED:

Provides general supervision to clerical staff and direct supervision to recording clerks. Works collegially with Wetlands Agent, Building Official, Town Engineer, and other Department Officials.

ESSENTIAL DUTIES:

1. Accepts and provides written review and analysis of all Land Use applications.
2. Distributes materials to appropriate divisions/departments for review and comment
3. Issues Zoning Permits for all developments.
4. Maintain Land Use files, financial records, and Bond files.
5. Maintain and update zoning maps.
6. Attend Commission evening meetings and public hearings (PZC, ZBA, & HDC).
7. Prepare legal notices, agendas and approval/denial letters and distribute same for ZPC, ZBA, & HDC Commissions.
8. Assist with periodic revisions to Land Use regulations.
9. Investigate Land Use (zoning, signs, historic) complaints, answer inquires.
10. Conduct site inspections throughout project construction to assure compliance, including erosion and sediment control requirements.
11. Enforce all Zoning regulations.
12. Issue Certificates of Zoning Compliance for all developments.

KNOWLEDGE, ABILITIES AND SKILLS:

1. Basic knowledge of the principles of land use development.
2. Basic knowledge of the concepts of Land Use regulations.
3. Basic knowledge of State Statutes as they pertain to Land Use.
4. Good communication skills, both written and oral.
5. Must be able to interact well with the public.
6. Must possess a valid Connecticut's driver's license, and provide own transportation if necessary.
7. Able to perform essential functions of job with or without reasonable accommodations.

EXPERIENCE AND TRAINING:

1. Bachelors Degree in Planning or related field from an accredited college or university.
2. Minimum 5 years experience in land use or related field.
3. Connecticut Association of Zoning Enforcement Officers (CAZEO) certification is required, or attainable within one year.

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