



**TOWN OF COLCHESTER  
PLANNING AND ZONING DEPARTMENT  
POSITION ANNOUNCEMENT**

**Job Title:** Assistant Planner/Zoning Enforcement Officer  
**Salary:** \$42,127-\$72,217 (effective 7/1/21 per union contract)  
**Full-Time:** Monday-Friday, 8:00a.m. – 4:30p.m.  
(40 hours/week, 30 min lunch)  
**Closing Date:** Open until filled

**Job duties include:**

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 Zoning and Planning Commission, Zoning Board of Appeals, and Historic District Commission. Attendance at night meetings is required.

**Required Education & Experience:**

Bachelor's in Land Use Planning or closely related field, a minimum of 5 years' experience in land use or related field preferred. Equivalent combination of education, training, and experience will be considered. CAZEO certified desirable. The position requires considerable knowledge of the principles and practices of municipal land use regulations, 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 is essential.

All applicants must submit a completed Town of Colchester Employment application (available at [www.colchesterct.gov](http://www.colchesterct.gov)), resume and cover letter to First Selectman, 127 Norwich Ave, Suite 201, Colchester, CT 06415 or by email to [HR@colchesterct.gov](mailto:HR@colchesterct.gov).



## **Town of Colchester Job Description**

### **Planning and Zoning Assistant Planner/Zoning Enforcement Officer**

#### **GENERAL STATEMENT OF DUTIES**

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

#### **WORK SCHEDULE**

Primarily Monday- Friday, 8:00 a.m. - 4:30 p.m. with a half-hour lunch (40 hours/week)

#### **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 and other Department Officials.

#### **ESSENTIAL DUTIES**

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

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1) Must have:

- Basic knowledge of the principles of land use development.
- Basic knowledge of the concepts of Land Use regulations.
- Basic knowledge of State Statutes as they pertain to Land Use.
- Must possess a valid Connecticut's driver's license, and provide own transportation if necessary.

2) Must be able to:

- Good communication skills, both written and oral.
- Must be able to interact well with the public.
- Able to perform essential functions of job with or without reasonable accommodations

**EDUCATION AND EXPERIENCE**

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

**WORK ENVIRONMENT**

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

*This Job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full-time; union; salary; exempt*